

BASE OPERATIONS SUPPORT SERVICES

Performance Work Statement

TABLE OF CONTENTS

<u>Category</u>	<u>Page</u>	
Background	2	
Mission Statement	2	
C-1.0 Scope of Work	3	
C-2.0 Definitions	3	
C-3.0 Government and Contractor Furnished Facilities, Equipment and Supplies		5
C-4.0 Management Responsibilities	8	
C-5.0 Student Administration and Resources	15	
C-6.0 Lodging Services	18	
C-7.0 Food Services Management	22	
C-8.0 Transportation	30	
C-9.0 Access Control Management	30	
C-10.0 Facilities/Buildings Maintenance	31	
C-11.0 HVAC and Refrigeration Systems	43	
C-12.0 Piping, Plumbing, and Utilities	47	
C-13.0 Elevator Maintenance	51	
C-14.0 Electrical / Utilities	52	
C-15.0 Maintenance and Repair of Laundry Equipment	55	
C-16.0 Repair of Food Service Equipment	55	
C-17.0 Preventive Maintenance	62	
C-18.0 Janitorial and Custodial Services	63	
C-19.0 Grounds Maintenance	71	
C-20.0 Convenience/Company Store	78	
C-21.0 Student Lounge	79	

BASE OPERATIONS SUPPORT SERVICES

STATEMENT OF WORK

BACKGROUND.

The Office of Justice Programs (OJP), Office for State and Local Domestic Preparedness Support (OSLDPS) has established a national training program for Emergency First Responders. This national training program was developed for firefighters, law enforcement, emergency medical technicians, E-911 operators, their trainers and supervisors. Emergency management officials, federal, state and local leaders/managers will also be training in crisis and consequence management, which pertains to terrorist acts. The training will focus on Weapons of Mass Destruction (WMD), which includes study on Chemical, Ordnance, Biological and Radiological incidents perpetrated by terrorists.

Presidential Decision Directive 39 (PDD39), United States Policy on Counter -Terrorism dated June 21, 1994 describes the serious national threat and the training shortcoming that exist in our emergency first responder community. Subsequent reports: Report to the President's Commission on Critical Infrastructure Protection, dated October, 1997; Presidential Decision Directive 62 (PDD62), Combating Terrorism; dated May 22, 1998; and Presidential Decision Directive 63 (PDD63), Critical Infrastructure Protection, May 22, 1998 all reported the serious national need for WMD training at the local level. In response to the findings of Public Law 105-119 which directed the Attorney General to developing a plan for directing and coordinating training and exercise activities, the Department of Justice established the Center for Domestic Preparedness (CDP) at Fort McClellan, Alabama on June 1st, 1998.

The CDP is a federal entity (a component of the Office of State and Local Domestic Preparedness Support, Office of Justice Programs, Department of Justice) and is the designated federal training center engaged in preparing emergency first responders, emergency management officials, state and local community leaders and managers to respond to terrorist incidents involving weapons of mass destruction and hazardous materials. Training courses provided by the CDP provide specific knowledge and expertise for emergency response to WMD incidents.

The CDP will occupy four major areas of the former Fort McClellan, Alabama. They are: 1) CDP Responder Main Complex; 2) CDP Support Complex; 3) CDP Responder Lodging Complex; and, 4) the Chemical, Ordnance, Biological, and Radiological (COBRA) Training Complex. This statement of work encompasses all activities required to occupy, operate, and maintain the entire facility less the COBRA facility which is addressed in a separate document.

MISSION STATEMENT

The Office of Justice Programs (OJP), through the Office of State and Local Domestic Preparedness Support, using the Center for Domestic Preparedness will train, equip, conduct exercises, conduct assessments and provide planning assistance for emergency first responders and their communities. The training will focus on pre-incident, crisis and consequent management in a WMD incident. Training will occur in both resident and non-resident environments. OJP will also support testing, research, development and evaluation of equipment to aid in identifying cost effective equipment solutions. OJP will perform other essential missions as identified by the Attorney General. All elements of the OJP program will be fully coordinated with other Federal agencies and activities.

C- 1.0 SCOPE OF WORK

The Contractor must be able to provide comprehensive base operating support services to the Center for Domestic Preparedness (CDP) Facility and it's ancillary support facilities located in Anniston, Alabama. This will require supervision on a 24-hour, 7-day-a-week basis. The Contractor shall provide all support services.

Facility-based services include but are not limited to activities such as student administration and resources, mail distribution, lodging services, food service operations, transportation, access control

management, facilities/building maintenance, janitorial and custodial services, grounds maintenance, convenience/company store and a student lounge.

C-1.1 Introduction

C-1.1.1 The purpose of this subsection is to provide general information, facility descriptions, mission statements, and definitions related to this specification and the Center for Domestic Preparedness (CDP) Facility.

C-1.1.2 Except for Government-Furnished Property (GFP), the Contractor shall furnish all personnel, supervision, management, equipment, materials, transportation and supplies required to plan, schedule, coordinate and assure effective performance of all required services necessary to provide operational and student support services for the CDP Facility.

C-1.1.3 The Contractor shall provide a qualified contract manager at all times (on call 24 hours a day) to administer all services described in the following specifications, receive any complaints concerning the contract requirements, and rectify the causes of the complaints.

C-2.0 DEFINITIONS - TECHNICAL .

C-2.1 Where "as shown", "as indicated" "as detailed" --or words of similar import are used, it shall be understood that reference is made to this specification and the drawings accompanying this specification unless stated otherwise.

C-2.2 Where "as directed," "as required," "as permitted," "approval," "acceptance," or words of similar import are used, it shall be understood that direction, requirement, permission, approval, or acceptance of the Contracting Officer is intended unless stated otherwise.

C-2.3 Contract Discrepancy Report. (CDR). A report issued by the Contracting Officer to the Contractor when performance is unsatisfactory. The Contract Discrepancy Report requires the Contractor to explain, in writing, why performance is unsatisfactory, how performance will be returned to satisfactory levels, and how reoccurrence of the problem will be prevented in the future.

C-2.4 Contracting Officer. The Contracting Officer is a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer acting within the limits of their authority as delegated by the Contracting Officer.

C-2.5 Contractor. The term Contractor as used herein refers to both the prime Contractor and any subcontractors. The prime Contractor shall ensure that his/her subcontractors comply with the provisions of this contract.

C-2.6 Contractor Representative. A foreman, supervisor, or key personnel who has been given the authority, by the Contractor, to act on his/her behalf.

C-2.7 Facility. An establishment, structure, or assembly of units of equipment designated for a specific function.

C-2.8 Frequency of Service.

Annual(A). Services performed once during each 12 month period of the contract at intervals of 345 to 385 days.

Semi-Annual (SA). Services performed twice during each 12 month period of the contract at intervals of 160 to 200 calendar days.

Quarterly (Q). Services performed 4 times during each 12 month period of the contract at intervals of 80 to 100 calendar days.

Monthly (M). Services performed 12 times during each 12 month period of the contract at intervals of 28 to 31 calendar days.

Semi-Monthly (SW). Services performed 24 times during each 12 month period of the contract at intervals of 14 to 16 calendar days.

Weekly (W). Services performed 52 times during each 12 month period of the contract at intervals of six to eight calendar days.

Twice weekly (2W). Services performed twice a week, such as Monday and Thursday or Tuesday and Friday.

Three times weekly (3W). Services performed three times a week, such as Monday, Wednesday and Friday.

Daily (D5). Services performed once each calendar day, Monday through Friday, including holidays unless otherwise noted..

Daily(D7). Services performed once each calendar day, seven days per week, including weekends and holidays.

C-2.9 Maintenance. Recurring, day to-day, periodic or scheduled work required to preserve or restore a real property facility to such a condition that it may be effectively utilized for its designated purpose; work undertaken to prevent damage to a facility that otherwise would be more costly to restore.

C-2. 10 Performance Requirements. Performance requirements are defined in this contract to mean results or goals to be achieved. The requirements have been purposefully defined to give the Contractor sufficient latitude in how it will achieve these results.

C-2. 11 Qualified Personnel. " Qualified" is defined here to mean having the requisite experience in work which can reasonably be expected to enable the person to perform satisfactorily under this contract.

C-2.12 Quality Assurance (QA). A method used by the Government to provide some measure of control over the quality of purchased goods and services received.

C-2.13 Quality Assurance Surveillance Plan (QASP). The Government owned document stating the methodology used to measure and evaluate Contractor performance.

C-2.14 Work in the Public Access Areas such as the Recreational Areas, Administrative Areas, Lodging Areas, Entrances, Lobbies, Corridors, Drinking Fountains, Vending Areas and Laundry Rooms and Public restrooms and other similar areas shall take place during the hours from 730AM until 430PM 5 days per week. Work in the CDP classrooms will not be permitted during training sessions unless an emergency exists. Preventive Maintenance, non-priority work orders, etc. will be done before or after students are dismissed for the day.

C-2.14.1 Work outside regular hours. Working in the various facilities, outside the hours indicated above, requires prior approval from the Contracting Officer and must be clearly justifiable.

C-2.15 Response Time. Response time is defined as the time allowed the Contractor after initial notification of a work requirement to be physically on the premises at the work site, with appropriate tools, equipment, and materials, ready to perform the work required.

C-2.16 Service Plan. A detailed description of the Contractor's intended plan for accomplishing work. This plan is used to ensure that the Contractor has developed sufficiently responsive and cost effective procedures to deliver adequate service(s). A Service Plan also serves a basic information and reference document describing the methods, procedures, and controls that the Contractor intends to use in providing the required services.

C-3.0 GOVERNMENT AND CONTRACTOR FURNISHED FACILITIES, EQUIPMENT AND SUPPLIES

C-3.1 Government Furnished Property, Equipment, Material And Services. In accordance with the "Government Furnished Property Clause", the Contractor shall utilize all remaining Government owned facilities, equipment, materials, and utilities in connection with this contract. Land, facilities, equipment, material and utilities provided by the Government shall be used only for performance of work related to this contract. All such facilities, equipment and materials will be provided in "as is" condition. The Contractor shall provide an updated listing on an annual basis, or when receipts and transfers warrant an update for GFP and equipment identified in Attachment J.

The Contractor listing shall include:

Contract Number and Name

Property Number

Property Nomenclature, Serial Number and Model Number

Upon completion of this contract the Contractor shall submit in a form acceptable to the Contracting Officer, inventory schedules covering all items of Government property not consumed in the performance of this contract.

C-3.2 Government Furnished Facilities. The Government will furnish or make available to the Contractor the facilities described here-in. The Contractor shall be responsible and accountable for such facilities accepted for use and shall take adequate precautions to prevent fire hazards, odors, and vermin. Custodial/janitorial services for Government furnished facilities shall be provided by the Contractor. The Government may make such improvements and alterations as it may deem necessary or desirable--including improvements and alterations necessary to conform to applicable health and sanitary requirements. The Contractor shall not construct any new Building facilities or structures on Government property nor make any structural changes or alterations on the provided buildings without the express written approval of the Contracting Officer. Any such modifications or alterations approved by the Government will be made at the expense of the Contractor. Structural repairs required during the term of the contract shall be reported to the Contracting Officer for appropriate action. The Contractor shall reimburse the Government full cost of the repairs not attributable to fair wear and tear. At the completion of the contract, all facilities shall be returned to the Government in the same condition as received, except for reasonable wear and tear. The Contractor shall be held responsible for the cost of repairs caused by negligence or abuse on its part, or on the part of its employees.

C-3.2.1 Janitorial Closets. Janitorial closets and/or linen storage areas for the use of the Contractor are provided at various, but not all, facilities to be cleaned. The exact location of these spaces will be identified by the Contracting Officer. These spaces provide minimal storage space for materials, supplies and cleaning gear. Deep sinks will be provided in most facilities either in the janitorial closet or restroom.

The Contractor shall maintain these spaces so they are clean, safe and free of fire hazards. The Contractor shall clean and sanitize sinks and fixtures and adjacent floor and wall areas where water is obtained and cleaning solutions are disposed. The Government will not be responsible for the Contractor's supplies, materials, equipment or personal belongings. These areas are subject to

Government inspection at all times. The Contractor shall ensure that unsanitary or hazardous conditions do not exist and that such conditions are immediately corrected upon request.

C-3.2.2 Contract Manager Office. Space will be provided to the Contractor to be used by the Contract Manager.

C-3.2.3 Miscellaneous space. Space for shipping/receiving, equipment issue, storage, registration office, security office and other functions will also be made available.

C-3.2.4 Storage. The Government will furnish the Contractor space for the storage of an inventory of bulk supplies, replacement parts, and the equipment which is to be used in the performance of work under this contract. Cited storage facilities shall be used exclusively for the purpose of this contract only. The Contractor shall maintain this space in a neat and orderly condition. The Government will not be responsible for damage or loss to the Contractor's stored supplies, materials, replacement parts, or equipment.

C-3.2.5 Laundry. The Contractor shall provide laundry service in support of the responder lodging area and the dining facility.

C-3.3 Government Furnished Equipment (GFE). The Government will provide the Contractor with the equipment and materials listed in Attachment J (GFE). The listing of GFE shall not be construed as being sufficient or adequate to meet the requirements of this contract. The Contractor shall provide any additional or state of the art equipment needed to perform the requirements of this contract. Unless otherwise provided in this Contract, the Contractor assumes all risk of loss and shall be responsible for any loss of, or damage to, Government property provided under this Contract. The Contractor and the Contracting Officer shall conduct a joint inventory before commencing work under this contract to determine the exact number and serviceability of Government furnished property and equipment. The Contractor shall then certify the findings of this inventory, assume accounting responsibility, and subsequently report inventory discrepancies to the Contracting Officer. Government furnished equipment shall not be removed from the facility unless approved by the Contracting Officer in writing.

C-3.3.1 GFE - Dining Facility Kitchen. In the performance of this contract, the Government will provide the Contractor the use of existing and available Government owned equipment as well as food service and maintenance equipment that is constructed as part of the Building or affixed to the structure. Such Government furnished equipment is listed in Attachment J (GFE). The listing of GFE shall not be construed as being sufficient or adequate to meet the requirements of this contract. For example, the Contractor shall provide such additional equipment as an adequate supply of proper tray racks, beverage service tables, table cloths, etc. which are needed to perform the dining facility/kitchen requirements and become a functioning service.

C-3.3.2 The Contractor shall provide periodic servicing, maintenance, and repair of the equipment accepted for use at no cost to the Government, and the total or partial breakdown or failure of the Government furnished equipment shall not relieve the Contractor of responsibility to fully perform the work of the contract. Upon completion or termination of the contract a Government owned equipment shall be returned to the Government in the same condition as received, except for normal wear and tear. Equipment which becomes worn out due to normal wear and tear shall be returned to the Government and its replacement shall be the responsibility of the Contractor at no cost to the Government. Equipment so acquired shall remain the property of the Contractor. The Contractor shall be responsible for the cost of any repairs or replacement caused by negligence or abuse by the Contractor or his/her employees. The contractor shall, as required, replace at no cost to the Government any Government Furnished Property and Equipment accepted for its exclusive use at the inception of the contract that later fails and cannot be repaired. The Contractor is responsible for replacing such "exclusive use" equipment which fails, due to normal wear and tear. Such replacement equipment may be used or reconditioned, and may be leased, but must fully replace the GFE in terms of functionality. For the purposes of this contract, "exclusive use" means that the equipment has been accepted by the Contractor and that the operation and control of the equipment is usually restricted to Contractor

employees or its subcontractors, except in cases of extreme emergency. Examples of "exclusive use" equipment include, but are not limited to:

All Dining Facility equipment, including drink dispensers, but excluding real property. attached to the building, such as walk-in freezers, refrigerators or the oven vent hood; washers and dryers vacuum cleaners, ladders, tools, carts, miscellaneous other surplus furniture and equipment in Contractor offices accepted for their exclusive use.

C-3.3.3 Equipment Warranties. As part of the replacement program for certain structural systems, the Government will receive one-year and extended warranties on equipment and systems. Warranties begin on the date of beneficial occupancy for each Building. The Contractor shall inventory, maintain a Warranty Log and track such warranties listed on the Log, as well as the warranties on a future equipment purchased and installed throughout the life of the contract. The Contractor shall advise the Contracting Officer on whether inoperable or broken equipment is under warranty. Warranty information on equipment installed may be obtained from the Contracting Officer.

C-3.4 Availability of Utilities. The Government will furnish, at no cost to the Contractor, the following utility services at existing outlets, for use in those facilities provided by the Government and as may be required for the work to be performed under the contract to include, but not limited to; electricity, natural gas, fresh water and sewage service. Information concerning the location of existing outlets may be obtained from the Contracting Officer. The Government will contract for, and pay for, telephone services, with the exception of long distance telephone toll charges. Such charges shall be the Contractor's responsibility. The Contractor may have a telephone line installed for long distance calls. Further, it shall be the contractor's responsibility to monitor and supervise the use of the government furnished telephone(s). Any long distance telephone toll charges, incurred by other than authorized Contractor personnel, will remain, nonetheless, the responsibility of the Contractor. Utilities used by the Contractor shall only be used for performance of work related to this contract.

C-3.5 Accountability of Government-Furnished Items. Government-furnished property and equipment shall not be removed from the Facility. As scheduled in the phase-in plan, the Contractor and Contracting Officer shall inventory all Government-furnished property and equipment. The Contractor and the Contracting Officer shall jointly determine the working order of all equipment. Items of equipment not in working order and any discrepancies beyond fair wear and tear will be noted and certified by all parties upon completion of the inventory.

C-3.6 Contractor Furnished Property And Supplies. The Contractor shall furnish all consumable supplies except for those specifically identified in the contract as Government furnished. The Contractor shall also be responsible for replacing, at its own cost, any GFE accepted for its exclusive use that later becomes un-repairable.

C-3.6.1 The Contractor shall provide, in support of Contractor operations, all collateral office furniture and equipment such as desks, file cabinets, computers, calculators, typewriters, copy machines, consumable and general office supplies. Some office furniture may be available for contractor use but promised.

C-3.6.2 The Contractor shall be responsible for providing equipment and materials, not provided as GFP, as necessary to fulfill the requirements of the contract. All equipment (initial or replacement) furnished by the Contractor shall be state of the art equipment and subject to approval of the Contracting Officer prior to any purchase.

C-3.6.3 The Contractor shall provide: All labor required for the base operations support requested herein:

C-3.6.3.1 Janitorial supplies and equipment (mops, brooms, buckets, chemicals, detergents, vacuum cleaners, floor polishers, etc.).

C-3.6.3.2 All tools, supplies, and equipment required for preventive maintenance, incidental and minor repairs.

C-3.6.3.3 All tools, supplies and equipment and subsistence, not supplemented by the Government, which are required for the operation of the Dining Facility.

C-3.6.3.4 All supplies, not supplemented by the Government, which are required for the operation of the Responder lodging provisions for students.

C-3.6.3.5 Consumable supplies (napkins, paper towels, toilet paper, office and administrative supplies, etc.)

C-3.6.3.6 The contractor shall provide all utility/ maintenance/administrative vehicles to fulfill the contractor requirements of this contract..

C-3.6.3.7 Maintenance to contractor owned vehicles will be the contractors responsibility.

C-3.6.3.8 All supplies, and equipment required for the Student Lounge.

C-3.6.3.9 All supplies and equipment required for the Convenience Store/Snack Bar.

C-4 MANAGEMENT RESPONSIBILITIES

The Contractor shall manage the total work effort associated with the Facility Operating Support Services required herein to assure fully adequate and timely completion of these services. Included in this function WILL be a full range of management duties including, but not limited to, planning, scheduling, and quality control. The Contractor shall provide an adequate staff of personnel with the necessary management expertise to assure the performance of the work in accordance with sound and efficient management practices. The Contractor shall maintain an adequate workforce to complete work in accordance with the time and quality standards specified herein.

C-4.1 Quality Control System. The contractor shall provide a system to ensure quality control for all work performed. At least one person of the on-site staff shall be assigned to perform quality control on a full time basis and shall perform no other duties. This person and any assistants shall be well versed in the applicable codes, laws, and procedures. The quality control person shall report to the Contract Manager, in writing, any work performed that is not in compliance with this statement of work. A written notification of any non-compliance and the proposed method of resolution shall be provided by the contractor to the COTR within 24 hours after discovery of the non-compliance.

C-4.2 Education and Training. The contractor shall ensure that contractor personnel have the skills to adapt to changing technology and to efficiently carry out this statement of work. The contractor shall carry out annual reviews of each employee position to identify required skills and compare them with the skills of assigned Personnel. Skill shortages and training deficiencies shall be identified by the contractor and action taken to correct them. These reviews shall address all phases of facility services, including administrative skills, trades, and use of computers. The government is not responsible for training contractor personnel.

C-4.3 Uniforms. All contractor trade personnel, housekeeping staff and janitors shall wear contractor furnished uniforms, or other distinctive clothing at all times while on the facility. Distinctive methods acceptable to the COTR, such as shoulder patches, shall be used to identify workers in different classifications.

C-4.4 Badges. All contractor employees and subcontractor employees shall wear government identification badges. All contractor employees and subcontractor employees shall hold a current Alabama State drivers license and any other licenses which may be required to operate government vehicles or other vehicles on or off the facility. Security badging for contractor visitors and

subcontractors shall be coordinated, by the contractor through the CDP Plans And Security Branch following established CDP Plans And Security Branch policies and procedures.

C-4.5 Status Meetings. The contractor shall participate in meetings with the government. The COTR and the Contracting Officer reserve the right to attend all contractor / customer attended meetings.

C-4.5.1 Regular Once every two weeks a status meeting shall be held between the government and the contractor. The status meetings shall alternate in subject and shall be attended by the Contract Manager and the COTR, or their alternates. The subjects of the meetings shall be: 1) Maintenance and 2) Service Requests. The purpose of these meetings shall be to discuss and record status of projects and to make decisions on priority for projects. The Contract manager and the COTR shall invite any CDP personnel or contractor employees they deem necessary for the meetings. Results, action items list, and notes of status meetings shall be written and clearly recorded by the contractor and a copy submitted to the COTR within one (1) working day.

C-4.5.2 Interim meetings shall be scheduled at the convenience of both the government and the contractor, as circumstances dictate. The purpose of interim meetings shall be to discuss and record details and make decisions on individual projects. Results and notes of those meetings shall be written and clearly recorded by the contractor, and a copy submitted to the COTR within one (1) working day.

C-4.6 Contractor Project Manager Responsibilities.

C-4.6.1 The Contractor shall designate in writing, to the Contracting Officer, a competent and responsible Project Manager and an Alternate (Assistant) Project Manager. This individual shall be responsible for the overall management and coordination for the work required under this contract and shall act as a central point of contact with the Government. This manager shall have the authority to speak for and act for the Contractor in all matters related to providing services under this contract. The Contractor shall include in the designation letter any limitations on the Project Manager's ability to bind the Contractor to changes or adjustments. During normal duty hours, the Project Manager or Alternate(s) (Assistant) shall be on site and available within 30 minutes notice to meet on the facility with Government personnel designated by the Administrative Contracting Officer to discuss problem areas. After normal duty, hours, the Manager or designated Alternate shall be available on the facility within two hours.

C-4.6.2 Prior to contract start date, but no later than at the post-award conference, the Contractor shall provide the Contracting Officer, in writing, the name(s) of the designated on-site Project Manager and Alternate(s) who shall act for the Contractor when the Manager is absent, the telephone number(s) at which contact may be made at all times, the assigned normal area of responsibility, and background. Any desired changes to this information must be provided to the Contracting Officer in writing prior to making such changes.

C-4.6.3 The Project Manager shall have excellent communication skills with all levels of personnel.

C-4.6.4 The Project Manager shall have a minimum of five (5) years of experience in the last 10 years of relevant recent responsible experience - including complex or multiphase high level projects. The Alternate (Assistant) Project Manager shall have a minimum of three (3) years of relevant experience in the last 10 years - including complex or multiphase high level projects. Both candidates must have expert communications skills and proven problem solving experience. In addition, Key personnel must clearly describe each project worked on in the resume.

C-4.7 Work Control. The Contractor shall implement all necessary work control procedures to ensure timely accomplishment of work requirements, as well as to permit tracking of work in progress. The Contractor shall plan and schedule work to assure material, labor, and equipment are available to complete work requirements within the specified time limits and in conformance with the quality standards established herein. Verbal scheduling and reports on the status of service call and indefinite quantity work items shall be provided when requested by the Contracting Officer.

C-4.7.1 Performance Evaluation Meetings. The Contractor's representatives shall meet with the designated Technical Representative of the Contracting Officer weekly during the first month of the contract. Thereafter meetings will be held on a monthly basis for the first three months. A mutual effort will be made to resolve all problems identified. Written minutes of these meetings, prepared by the Government, shall be signed by the Contractor Manager and the COTR. Should the contractor not concur with the minutes, the contractor shall state, in writing, to the Contracting Officer any areas of disagreement within 3 calendar days.

C-4.8 Work Schedule. The Contractor shall submit a Service Plan, in duplicate, for Contracting Officer approval within 30 days after award of contract, 30 days after the exercise of the option to renew and whenever the methods, procedures, or controls used are changed by the Contractor. Once approved, all work shall be performed in strict compliance with the Service Plan to facilitate the Government's inspection of the work. The Contractor shall not make any changes to the Service Plan without prior approval of the Contracting Officer. In any circumstance in which contract specifications conflict with the Service Plan, the contract specifications shall take precedence.

C-4.9 Holidays. "Federal holidays" to be used to compute labor hours in the solicitation and contract are: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day. In the event that any of these holidays occur on a Saturday or Sunday, they shall be observed by the Contractor per the practice observed by the Government.

C-4.10 Subcontracting. The Contractor will be allowed to subcontract any of the services under this contract but all subcontractors must be pre-approved by the Contracting Officer.

C-4.11 Advertising of Award. The Contractor shall not refer to award of this contract in commercial advertising in such a manner as to state or imply that the service provided is endorsed or preferred by the Federal Government or is considered by the Government to be superior to other services.

C-4.12 Interference with Government Business. The Contractor shall schedule and arrange work so as to cause the least interference with the normal occurrence of Government business and mission. In those cases where some interference may be essentially unavoidable, the Contractor shall be responsible to make every effort to minimize the impact of the interference, inconvenience, etc.

C-4.13 Rights of the Government to Perform Contract Functions with its own Personnel. The Government reserves the right to perform or supplement performance of contract functions with Government personnel during periods of disaster, war emergencies, police actions or acts of God. Such performance shall not constitute a breach of contract by the Government within the meaning of the contract clause entitled "Default." The Contractor agrees under such circumstances to permit the Government to use any essential Contractor-furnished property.

C-4.14 Disruption of Contractor Work Schedule. The Contractor shall promptly notify the Contracting Officer when it appears that Government activities or personnel, or other Contractor's projects are hindering the effective execution of his work efforts.

C-4.15 Safeguarding of Government Property. The Contractor shall be responsible for safeguarding all Government property and securing facilities, equipment, and materials at the end of each work period. During execution of the work, the Contractor shall take special care to protect Government property including furniture, walls, floor covering, baseboards, and other surfaces. Accidental splashes shall be removed immediately. The Contractor shall return areas damaged as a result of work under this contract to their original condition, to include painting, refinishing, or replacement, if necessary. In all instances where Government property or equipment are damaged by Contractor employee(s), a full written report of the facts and extent of such damage shall be submitted to the Contracting Officer within 24 hours of occurrence.

C-4.16 Conservation of Government Utilities. The Contractor shall actively participate in all energy conservation efforts and, Programs and shall instruct employees in utilities conservation practices. Lights shall be used only in areas where and when work is actually being performed. Mechanical equipment controls for heating, ventilation, and air conditioning systems shall only be adjusted by maintenance personnel. Water faucets or valves shall be turned off after required usage has been accomplished.

C-4.17 Key Control. Keys will be issued to the Contractor as appropriate. The Contractor shall receive, service and account for all keys issued to the Contractor for use in the performance of this contract. The Contractor shall develop a system of key control and submit the written plan for Contracting Officer approval at the post-award conference. This plan shall become a part of the quality control plan. The Contractor's plan shall ensure that all keys issued to the Contractor by the Government are not lost, misplaced, or used by unauthorized persons.

C-4.17.1 The Contractor shall duplicate keys as necessary but also ensure control over duplicating equipment and key blanks and report all duplications to the CDP Access Control Management Department. The Contractor shall report loss or unauthorized duplication of Government issued keys to the Contracting Officer or her designated representative within 48 hours of learning of the loss or duplication by a Contractor employee.

C-4.17.2 Should the security of a facility become compromised by the loss of a key by Contractor employees, the Contractor shall be responsible for re-keying of locks or lock replacement as determined appropriate by the Contracting Officer. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced at the expense of the Contractor.

C-4.17.3 Contractor employees shall not allow anyone the use of any Government key in their possession. They shall not open locked rooms or areas to permit entrance by persons other than Contractor employees performing assigned duties or authorized Government personnel. Any room found locked shall not be left unattended during the service process, and shall be re-locked by Contractor personnel after completion of their service duties.

C-4.18 Safety and Environmental Requirements. The Contractor shall comply with all fire/safety and environmental regulations which includes National-Fire Protection Association, Occupational Safety and Health Administration, and Environmental Protection Agency.

C-4.19 Performance Requirements. The Contractor is fully responsible for providing in a reliable, timely manner all the services necessary to ensure the successful operation of the CDP Facility and in such a fashion as to not impact the operations of the Center disrupt its programs. The specifications outlined in Section state the performance requirements to be achieved by the Contractor. The Contractor shall confirm and provide service for each of the responsibility areas listed below. Contractor will be put on notice that some of the services itemized may only be required on an as needed basis. This will be determined based on class schedules/student load.

- C-4.19.1 Student Administration And Resources
- C-4.19.2 CDP Mail Distribution
- C-4.19.3 Lodging Services
- C-4.19.4 Food Service Operations
- C-4.19.5 Transportation
- C-4.19.6 Access Control Management
- C-4.19.7 Facilities/Building Maintenance
- C-4.19.8 Janitorial And Custodial Service
- C-4.19.9 Grounds Maintenance Maintenance
- C-4.19.10 Convenience/Company Store
- C-4.19.11 Student Lounge

C-4.20 Contractor Personnel Eligibility Requirements. All Contractor employees shall be United States citizens or an alien who has been lawfully admitted with at least three of the past five(5) years residence in the United States. Proof of Alien Registration is required to ensure compliance with applicable laws and regulations. Aliens unauthorized to be employed in the United States shall not be employed by the Contractor, or its subcontractors, to work on, under, or with this contract. This is a violation of Federal Law. The Contractor shall ensure that this provision is expressly incorporated into any and all subcontracts or subordinate agreements issued in support of this contract.

C-4.20.1 No employees or representatives of the Contractor or any subcontractors will be admitted to the work site unless all employment suitability clearance requirements have been properly satisfied. CDP shall have and exercise full and complete control over granting, denying, withholding or terminating unescorted Government and Facility access for Contractor employees.

C-4.21 Continued Eligibility. If a prospective employee is found to be ineligible for access to Government facilities or information, the COTR WILL advise the Contractor that the employee shall not continue to work or to be assigned to work under the contract.

C-4.21.1 CDP may require drug screening for probable cause at any time and/or when the contractor independently identifies circumstances where probable cause exists. Contractor personnel shall be screened prior to employment.

C-4.22 Employment Eligibility. The Contractor must agree that each employee working on this contract will have a Social Security Card issued and approved by the Social Security Administration.

C-4.23 Personnel Qualification. In accordance with Section L of the solicitation, the Contractor shall submit a current resume for the following personnel: Project Manager, Alternate (Assistant) Project Manager, Administrative and Resources Manager, Food Service Manager, Custodial Manager, Facility Operations Manager, Access Control Manager, Lodging Manager, Grounds Maintenance Manager, Transportation Manager, and Mail Distribution Manager. Any replacement personnel shall be subject to the Contracting Officer's approval. The Contract Project Manager and Alternate (Assistant) Contract Manager must meet minimum experience requirements as indicated in C-4.6.4.

Note: the government reserves the right to verify all background information related to these two key personnel positions. (Project Manager and Alternate (Assistant) Project Manager)

C-4.23.1 All Contractor employees shall have satisfactory communication skills.

C-4.23.2 All employees assigned by the Contractor to perform work under this contract shall be experienced in the assigned work or be given on-the-job training by the Contractor. All Contractor employees shall be physically able to perform their assigned work and shall be free of communicable disease(s).

C-4.23.3 The Contractor shall not employ and shall not allow any employee to perform work under this contract who is under the influence of alcohol, drugs, or any other incapacitating agent(s).

C-4.23.4 The Contractor shall not employ any person who is an employee of the United States Government without the consent of the Contracting Officer. The Contracting Officer will determine if the employment of that person would create a conflict of interest.

C-4.23.5 The Contractor shall maintain satisfactory standards of employee competency, conduct, appearance and integrity and shall be responsible for taking such disciplinary action with respect to his employees as may be necessary.

C-4.23.6 The Contractor shall remove, from the site, any individual whose continual employment is deemed by the Contractor or Contracting Officer to be contrary to the public interest or inconsistent with the best interest of the Government.

C-4.23.7 The Contractor shall ensure efficient continuation of all operations by providing adequate, trained relief personnel to substitute for regular absent employee(s).

C-4.24 Safety/Health/Fire Prevention Program. The Contractor shall conduct operations in strict conformance with all State, Federal and Local Safety Regulations, Local ordinances and applicable provisions of 29 CFRI,910 and 1926 of the Occupational Safety and Health Act. The Contractor agrees to take all reasonable steps and precautions to prevent accidents and preserve the life and health of Contractor and Government personnel performing in any way under this contract.

C-4.24.1 Safety Program. Upon commencement of work under this contract, the Contractor shall implement a suitable safety program for employees performing work under this contract. This safety program shall be in writing and a copy shall be furnished to the Contracting Officer for approval, within ten (10) calendar days after contract award. This detailed plan shall describe how the Contractor's safety program complies with Federal and State occupational Safety and Health Acts and any other safety provisions within this contract.

C-4.24.2 Stop Work Order. If the Contractor fails or refuses to promptly comply with safety requirements, the Contracting Officer or her designated representative may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to any such stop work order will be made the subject of a claim by the Contractor for extension of time or for reimbursement of excess costs or damages.

C-4.24.3 Safety Representative. The Contractor shall designate competent safety representative(s) assigned to the CDP Facility, who shall be available (on-call) twenty-four hours a day, seven days per week. The safety representative(s) shall have the authority to speak for and act for the Contractor in all safety related matters. Before starting the contract, the Contractor shall provide the Contracting Officer, in writing, the name(s) of the designated safety representative(s), telephone number(s), and pager number, if applicable, at which contact may be made at all times, normal area of assigned responsibility, End background. Any desired changes to this information must be provided to the Contracting Officer in writing prior to making such changes.

C-4.24.4 Accident Reports. Within 24 hours of their occurrence the Contractor shall prepare a report of all job related accidents and injuries. The Contractor shall send the report through the Contracting Officer. The Contractor shall maintain an accurate record of all accidents.

C-4.24.5 Occupational Hazards. The Contractor shall comply with all elements of OSHA Safety and Health Standards and DOJ Safety and Health Directives. Copies of these documents may be obtained from the Contracting Officer.

C-4.24.6 Pesticides. Only those pesticides meeting Federal, State and local requirements shall be used for pest control. The Contractor shall properly label all containers holding pesticides with the name and strength of the: chemical agent and provide information to the Safety Manager on all chemical products purchased/used.

C-4.24.7 Fire Prevention. The Contractor shall ensure that his employees know how and when, to turn in a fire alarm. Contract employees shall report fires immediately upon detection. The Contractor shall observe all OSHA requirements for handling and storage of combustible supplies, materials, waste and trash. If combustible materials are to be stored on the premises, the Contractor shall label the containers with the fire hazard potential of the materials and store the containers in locked metal cabinets.

C-4.24.8 Traffic Regulations. The Contractor and employees operating motor vehicles on the facility shall observe traffic regulations and posted speed limits.

C-4.24.9 Weapons. The Contractor, Contractor employees, and the subcontractors are not permitted to bring privately owned weapons on the facility. This restriction includes such potential weapons as hand

guns, rifles, shot guns, hunting bow, arrows and knives with blades 4" in length. Armed guards are only allowed to have possession of assigned weapons during their duty hours.

C-4.24.10 Medical Treatment. Contractor employees who suffer on-the-job injury must be transported to local hospitals using local emergency transportation vehicles / ambulances. It is the contractors responsibility to make arrangements for emergency medical transportation for employees. Contractor personnel suffering unendurable pain or whose life or limb may be in danger may be transported using government vehicles.

C-4.24.11 Emergency Response Plan. The Government must plan in advance how it will meet mission requirements in the event of an emergency situation. Emergency situations include: utility interruptions, fire, accident and rescue operations, labor disputes and strikes, civil disturbances and natural disasters such as earthquakes and incapacitating storms and floods. The Government must be able to respond to such events without undue delay and impact on operations. In the event of warnings of impending disaster situations such as tornadoes, terrorism acts of war, severe fire, etc., the Contractor shall provide additional manpower to protect Government property and personnel. In the event of an emergency, Contractor participation in emergency response plans shall be mandatory regardless of time of occupancy.

C-4.25 Phase-In/Orientation Period

C-4.25.1 The Contractor shall become acquainted with all available information regarding difficulties which may be encountered and the conditions under which the work of this contract must be accomplished. The Contractor will not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required because of his failure to investigate the Conditions or to become acquainted with all information concerning the services to be performed.

C-4.25.2 The Contractor shall begin phase-in only after the post award conference and in accordance with the requirements contained in the submitted phase-in plan. The Contractor is expected to be at full performance at the completion of the phase-in period.

C-4.25.2.1 Become thoroughly familiar with work requirements and work procedures.

C-4.25.2.2 Finalize development of necessary work plans and procedures.

C-4.25.2.3 Complete personnel requirements (work force) including the hiring of personnel to assure satisfactory performance.

C-4.25.2.4 Obtain employment suitability Clearances and/or waivers.

C-4.25.2.5 Complete training requirements and accomplish necessary training of new Contractor employees.

C-4.25.2.6 Finalize the development of quality control plans and procedures.

C-4.25.3 Immediately after award and prior to performance, the Contractor's representative and the Contracting Officer- shall make an on-site, in-depth review of the total job requirements. The Contractor will be allowed access to the facilities to familiarize supervisors, key personnel, and staff with equipment reporting, work scheduling and procedures (including operations, priorities, safety, security, etc.). To preclude interference with work production efforts of other contractors, arrangements for access to the Government facilities will be made with the Contracting Officer.

C-4.25.4 The Contractor shall make provisions for all required building, material, and equipment inventories to be conducted during the last ten (10) working days of the phase-in period. The Contractor shall coordinate these inventories with the Contracting Officer so that appropriate representatives may

be present for all inventories. The Contractor shall sign a receipt for the items upon completion of the inventory. Responsibility for performance of the services covered shall also pass to the Contractor at that time. A proposed schedule for the inventories shall be included in the phase-in plan submitted with final management plan.

C-4.25.5 During this orientation period, the Contractor is responsible for receiving delivery orders and work requests generated after the Notice to Proceed. This is to enable the Contractor to plan, estimate, and procure material.

C-4.26 Transition Requirements. The incoming Contractor shall meet all requirements established for the changeover of operations. This work shall include, but is not limited to, providing personnel for training in key operations, obtaining licenses and permits and completing inventory of facilities, materials, equipment, etc. All services required under this contract shall be maintained during this period. Transition requirements will be negotiated among the Contractor, the successor Contractor and the Government.

C-5.0 STUDENT ADMINISTRATION AND RESOURCES

C-5.1 General. The Contractor shall provide all labor, supplies, and equipment for the total management and work effort associated with the Student Administration and Resources Department. The Government expects the Contractor to provide a full service support for this requirement. The Contractor shall manage the total work effort associated with the control of all student administration and resources. Included in these will be a full range of management including, but not limited to, planning, scheduling, coordination with other CDP functional areas, historical documentation, obtaining administrative supplies and training equipment, and quality control. The Contractor shall provide an adequate staff of personnel with the necessary management expertise to ensure the performance of the work in accordance with sound and efficient management practices. The Contractor shall provide a level of quality that far exceeds routine standards of satisfaction in dealing with all aspects of CDP student interfaces. This means that the Contractor is to provide quality excellence in every facet of this requirement.

C-5.2 Work Schedule. The Contractor shall prepare work schedules in conjunction with CDP class schedules in coordination with all functional areas of the CDP for requirements of equipment, student training, transportation, meals, lodging, etc.

C-5.3 Functional Requirements. The following requirements are included in, but not limited to the functions of the Administrative and Resources Department:

Pre Arrival Activities

- Receive responder student identity from Directorate of Training, CDP
- Provide welcome packet directly to responder student
- Provide responder student travel requirements to Omega Travel
- Confirm airline ticket issued to responder student
- Validate arrival time in Atlanta
- Contract with commercial surface transportation for transit from Atlanta to Anniston
- Assign escort person from staff for surface transportation
- Obtain classroom
- Obtain training areas
- Obtain necessary student equipment
- Obtain instructor and equipment

Arrival Activities

Escort person departs Anniston, arrives Atlanta, coordinates with commercial surface transportation
Man courtesy desk at Atlanta airport
Make reservations with Lodging for each student
Make reservations with the Dining Facility for meals
Coordinate requirements for sack lunches at training site
Coordinate requirements for medicinal preventive liquids at training site
Prepare class roster and deliver to functional areas

Post Arrival Activities

Arrival Day

Greet responder student at Atlanta airport
Transport responder student to CDP
Conduct orientation
Validate identity of responder student during transit to CDP
In process student
Identify training procedures
Provide safety briefing
Identify CDP and contractor staff
Issue temporary identification card
Obtain emergency notification information
Obtain signature on disclaimer
Provide "read ahead" packet for Day 1 training
Issue responder student supplies
Issue responder student reference material
Issue responder student equipment
Assign lodging
Transport to lodging
Transport to evening meal
Transport to evening lecture/activity
Transport to lodging
Man overnight duty desk in lodging area for emergency notification

Scheduled Training Days

Transport to breakfast
Transport to training
Transport to lunch
Transport to training
Transport to dinner
Transport to lodging
Transport to evening lecture/activity
Transport to lodging
Man overnight duty desk in lodging area for emergency notification

Departure Day

Transport to breakfast
Transport to training

Pre Departure Activities

Conduct completion and award ceremony
Obtain course critique from responder student

Clear student equipment
Transport to lodging for luggage and clearance
Obtain and provide sack lunch
Confirm airline ticket issued to responder student
Validate departure time in Atlanta
Contract with commercial surface transportation for transit from Anniston to Atlanta
Assign escort person from staff for surface transportation

Departure Activities

Transport to Atlanta airport

Post Departure Activities

Confirm travel completion through Omega Travel
Clear classroom
Clear training areas

C-6.0 LODGING SERVICES

C-6.1 General Requirements

The Contractor shall provide all labor, supplies, material, and equipment to manage an on-site lodging facility to include, but not limited to; lodging management, administration, and housekeeping services in accordance with hotel industry standards.

The Contractor shall operate and maintain The Responder Lodging Complex for the CDP which consists of the following facilities:

Bldg 300 - Berman House - 3,149 SQ FT
Bldg 900 - Dogwood Cottage - 1,990 SQ FT
Bldg 934 - Lodging Support/Admin - 4,487 SQ FT
Bldg 935 - Lodging/80 Rooms - 30,399 SQ FT
Bldg 936 - Recreation Bldg - 4,847 SQ FT
Bldg 937 - Lodging/80 Rooms - 30,399 SQ FT
Bldg 938 - Lodging/80 Rooms - 30,399 SQ FT
Bldg 939 - Lodging Support/Admin - 4,847 SQ FT
Bldg 940 - Lodging/80 Rooms - 30,399 SQ FT
Bldg 941 - Lodging/80 Rooms - 30,399 SQ FT
Bldg 942 - Administration - 4,847 SQ FT
Bldg 943 - Lodging/80 Rooms - 30,399 SQ FT
Bldg 944 - Lodging/80 Rooms - 30,399 SQ FT
Bldg 945 - Lodging/80 Rooms - 30,399 SQ FT

Bldg 946 - Lodging/80 Rooms - 30,399 SQ FT
Bldg 947 - Administration - 4,847 SQ FT

NOTE: Upon commencement of this requirement, the contractor shall address the following requirements:

C-6.2 Initially, it is estimated that only two lodging buildings with a total of 160 rooms or less will require management and housekeeping services. Contractors are to remain flexible and keep in mind that these requirements may change as student population increases or diminishes. The Contracting Officer will make appropriate equitable adjustments based on changing requirements

C-6.3 Management. The Contractor shall manage the total work effort associated with the control of lodging services herein to assure fully adequate lodging functions. Included in these will be a full range of management duties including, but not limited to: planning, Scheduling, and quality control. The contractor shall provide an adequate staff of personnel with the necessary management expertise to assure the performance of the work in accordance with sound and efficient management practices. The contractor shall maintain an adequate workforce to complete work in accordance with the time and quality standards specified herein.

C-6.4 Work Schedules.

The contractor shall prepare a work schedule, which lists the type and work to be performed, the areas to be worked, and the estimated time to complete the work in each area. The initial work schedule shall be submitted to the Contracting Officer for approval within 30 days after award. Once approved, all work shall be performed in strict compliance with the work schedule to facilitate the Government's inspection of the work. Changes to the schedule shall be submitted for the Contracting Officer's approval at least three days prior to performance. Except for the weekend check-out of students and emergency housekeeping services, all routine work shall be performed during the Government's regular working hours.

The Contractor shall maintain strict key control and access for lodging area rooms and administrative areas at all times.

Check In and Check Out Times. Minor adjustments to these times (based upon the needs of the CDP) may be made by direct coordination between the Contractor and the COTR.

- (1) Arrival Days (Check In). 2:00pm through 7:00pm.
- (2) Departure Days (Check Out). 6:00am through 11:00 am.

The Contractor will occupy office area in a 900 area building to be determined by the COTR.

Specific daily lodging requirements will be coordinated directly between the contractor and the COTR. Due to routine changes in training programs and the availability of responder students and visitors, minor adjustments to both the daily lodging schedule and the total number of rooms used each day should be anticipated. Such changes will be held to minimum.

C-6.5 Definitions. Occupied Room-accommodations occupied by an official Guest or student which requires daily attention. Building In Service-building currently in use by the CDP regardless of whether all rooms are occupied. A "Building In Service" will be maintained at a high state of readiness regardless of the number of CDP Guests or students housed therein.

C-6.6 Conduct of Custodial Personnel. The Contractor shall ensure housekeeping operations are not offensive to the occupants of the buildings and that custodial service employees do not open drawers or cabinets, or use telephones intended for official Government business.

C-6.6.1 Uniforms. All Contractor employees shall wear uniforms suitable for the task to be performed. Contractor personnel shall wear uniforms that are clean and neat and free of tears, holes, frayed edges, and body odor.

C-6.6.2 Contractor employees shall not use Government or private equipment, such as radios, during the performance of custodial services. While performing their work, the Contractor's housekeeping personnel shall not disturb or rearrange personal belongings. The Contractor shall ensure all Government and personal property items found out of place (items found on floor, in restrooms and common use areas that obviously do not belong where found) are turned into the supervisor of the space involved or to the Contracting Officer.

C-6.6.3 Contractor personnel shall be alert to and report all facility discrepancies observed to their Supervisor. The contractor's housekeeping personnel shall report damaged, clogged or inoperable drains and fixtures, or other conditions which prevent the proper performance of their duties. Work orders will be prepared to correct reported problems.

C-6.6.4 Contractor personnel shall not eat or smoke while performing their duties. All buildings are smoke-free. Smoking during breaks shall only be permitted in outside designated smoking areas. Contractor employees shall not use Government office spaces as lunchrooms.

C-6.6.5 Prior to male or female custodial employees entering washrooms designated for the opposite sex, arrangements shall be made to have such rooms checked and cleared. Washrooms shall be clearly marked "CLOSED" during the time of cleaning.

C-6.6.6 Contractor personnel are prohibited from accepting gratuities of any type. The Contractor shall take all steps necessary to enforce this prohibition.

C-6.7 Lodging Services Performance Requirements.

(a) provide on-site management personnel to manage property, administer the program, and provide daily housekeeping service support in accordance with hotel industry standards.

(b) provide all labor, supplies and equipment required for the execution of this contract.

(c) clean, service, and refresh each occupied room daily between the hours of 8:00 a.m. and 4:00 p.m. Daily service requires vacuuming, mopping of floors; dusting and cleaning/disinfect all counter tops, table tops, night stands; cleaning windows, mirrors and the exterior surfaces of all appliances; cleaning/disinfect bath facilities; emptying of waste receptacles and replacing with a new plastic liner and making of beds. Spot clean wall surfaces, doors, window frames, sills and waste receptacles. While performing their work, the Contractor's housekeeping personnel shall not disturb or rearrange personal belongings of occupants. The Contractor shall leave a "courtesy card" in the room, identifying the name of the Contractor employee who provided these housekeeping services

An extra blanket, pillow, iron, ironing board, and a personal plastic dirty laundry bag shall be stored in the occupants closet at all times.

(d) clean, refresh, and replenish common areas of all buildings in service on a daily basis including vacuuming and mopping as appropriate including the daily emptying of all common area waste receptacles and cleaning interior and exterior windows.

(e) provide Condiments/Accessory Packet for each occupied room and replenish daily including 2 glasses, 1 coffee cup, and 1 ice bucket with cover, tray, and plastic lining. Condiment packet to include coffee, tea, sugar, sugar substitute, dry coffee cream, napkin and stirrer or items of a like nature according to industry standards subject to the approval of the COTR.

(f) provide Responder Guest Service Directory to each room and replace as necessary.

(g) provide and change towels daily for each occupied room. Daily towel issue for each room shall be 4 large white cotton bath towels, 2 small white cotton hand towels, 2 white cotton washcloth, and 1 large white cotton bath mat.

(h) provide 2 white cotton sheets and 1 white cotton pillow case of the appropriate sizes per room in service and change every other day for each occupied room.

(i) maintain unoccupied rooms in a state so as to be ready for immediate occupancy at all times.

(j) provide adequate supply of paper goods for each room in service consisting of, at a minimum, 2 rolls of toilet tissue, 1 roll of paper towels, and 1 box of facial tissue; replenish daily as necessary.

(k) provide copy of local newspaper daily to each occupied room

In addition to the above requirements, the Contractor shall thoroughly clean rooms after the check-out of occupants and before assignment to new occupants to include the following:

Dust and disinfect interior of all drawers and closet shelves.

Clean and disinfect interior and exterior of all appliances

Launder and change bedspreads, blankets, mattress pads, and pillow covers.

Dust under all surfaces.

Dust all partitions, pictures, window ledges, etc.

(l) provide, service, and supply coin operated Laundry Detergent Dispenser in Laundry Room of each 900 series lodging building in service.

C-6.7.1 Weekly Services.

C-6.7.1.1 Clean Clothes Washer. The clothes washer shall be cleaned both inside and outside to remove dust, dirt, residue, grease-oil, streaks, rust and stains. All hardware and bright metal work shall be cleaned and polished. Removed items shall be returned intact and operational. There shall be no disagreeable odor at the completion of the cleaning process.

C-6.7.1.2 Clean Clothes Dryer. The clothes dryer shall be cleaned both inside and outside to remove dust, dirt, residue, grease-oil, streaks, rust and stains. The door gaskets, lint trap and under the clothes dryer shall be free of trash, rubbish, dirt, dust, residue, streaks and stains. Removed items shall be returned intact and operational. There shall be no disagreeable odor at the completion of the cleaning process.

C-6.7.1.3 Clean Laundry Sink. The sink shall be cleaned both inside and outside to remove dust, dirt, residue, grease-oil, streaks, rust and stains. All hardware and bright metal work shall be cleaned and polished. There shall be no disagreeable odor at the completion of the cleaning process.

C-6.7.2 Every Other Week. The Contractor shall damp-wipe the full surface area of all stall partitions, doors, window frames and sills.

C-6.7.3 Semi-Annually. Clean all surfaces and objects over 70 inches from the floor. This includes the wall and ceiling area adjacent to ventilation and air conditioning outlets.

C-6.7.4 Maintenance of Furnishings. The Contractor shall screen all lodging furnishings within lodging spaces to identify those which are damaged and in need of repair or disposal. The Contractor shall notify the COTR in writing of items that require repair or replacement by room number. If items are approved for replacement, then it is the Contractor's responsibility to replace the item with a new like item. If a like item is not available then replacement should match the current decor. Replacement items will be approved by the Contracting Officer before purchase by the Contractor.

C-6.7.5 Other Services. Other services shall be performed by the Contractor on an as needed basis to ensure the lodging complex is free from debris, film, smudges, and cobwebs.

C-6.7.5.1 Policing Grounds. Paper, bottles, cans, cigarette butts and all other trash and refuse shall be removed from all grounds, sidewalks, and interior courts within 15 feet of the buildings. All removed items shall be deposited in a waste container.

C-6.7.5.2 Telephone Stations. The Contractor shall maintain all telephone stations ensuring that they are free of all trash, dust, dirt, film, smudges, streaks and cobwebs.

C-6.7.5.3 Cleaning Venetian Blinds and Window Shades. The Contractor is responsible for maintaining the complete cleanliness of all blinds and shades.

C-6.7.5.4 Cleaning Exterior Glass. The Contractor shall thoroughly clean a exterior glass surfaces, window frames, sills, and sashes, from the ground line up to and including the second floor.

C-6.7.5.5 Cleaning Interior Glass. The Contractor shall thoroughly clean all interior glass surfaces and associated window frames, sills, and sashes. All glass effaces shall be cleaned and &cc of dirt, film, smudges, streaks and other debris.

C-6.7.5.6 Service Call Work. Service call work for the buildings shall consist of providing labor and material to perform unscheduled custodial services that are brief in scope. The Contractor will receive service call requests from Occupants and the COTR as well as the housekeeping staff to notify the Contractor of the work required. The Contractor shall provide adequate procedures for receiving and responding to service calls during regular working hours.

C-6.7.5.6.1 Service Calls for Cleaning. Service calls for cleaning shall consist of providing miscellaneous minor cleaning tasks beyond the scope of basic services.

C-6.7.5.6.1.1 The Contractor shall respond to service call emergency requests for cleaning within 1 hour response time during regular working hours

C-6.7.5.6.1.2 These calls include, but are not limited to, such items as: clean up of overflowed restroom fixtures; clean up of spills; cleaning muddy or wet entrances and clean up of broken glass.

C-6.7.6 Project Work. Project work includes those housekeeping services required on an unscheduled or irregular frequency. All project work services are included in the indefinite quantity portion of the contract, and will be ordered by the Contracting Officer on a delivery order which specifies the minimum and maximum quantities per order and allowed completion time per service. Project work services are not limited to, but do include the following:

C-6.7.6.1 Shampooing Carpets and Rugs. Prior to shampooing, carpets and rugs shall be vacuumed free of all loose soil and debris. Carpets and rugs shall be shampooed free of streaks, stains, and spots, and shall have a bright uniform color. After drying, furniture or other equipment moved for the shampooing shall be returned to their original positions.

C-6.7.6.2 Shampooing/Scotch Guard Upholstery. The upholstery shall be shampooed free of streaks, stains, and spots, and shall have a bright uniform color. After drying, furniture or other equipment moved to accommodate the shampooing process shall be returned to their original positions.

C-7.0 FOOD SERVICES MANAGEMENT

Note: This section of the procurement is subject to the provisions of the Randolph Sheppard Act.

C-7.1 General Requirements.

The Contractor shall provide all labor, consumables, supplies equipment, supervision and management necessary to perform Dining Facility and Food Service Management at the CDP Facility.

The contractor shall provide meals in accordance with class schedules as approved by the Contracting Officer for CDP students, as well as CDP personnel, visitors, and Contractor personnel working within the CDP Enclave.

C-7.2 In support of the CDP Facility, the Contractor shall provide quality Dining Facility Management and Food Service; the CDP request that a buffet approach to all meals be implemented. In support of the CDP please note the following requirements:

Menu requirements.

(1) Breakfast. A full breakfast consisting of eggs, bacon, sausage, grits, gravy, toast, biscuits, coffee, hot tea, water, assorted fruit juices, milk, assorted cereals and a selection of cold fruit plus other items the contractor feels appropriate according to industry standards. Specific menu selections will be at the discretion of the contractor subject to prior approval by the COTR.

(2) Lunch. A meal consisting of a choice of hot and cold "deli" style sandwiches with appropriate side items depending on the sandwich served, a choice of fruits and salads, a choice of at least two hot soups, coffee, hot and cold tea, water, and a dessert plus other items the contractor feels appropriate according to industry standards or a full lunch consisting of a choice of at least two meats, three vegetables, a choice of salads, appropriate bakery items, coffee, hot tea, iced tea, water, and a selection of at least two desserts plus other items the contractor feels appropriate to industry standards. Deli style lunches and full lunches will be served on a rotating basis. Specific menu selections will be at the discretion of the contractor subject to prior approval by the COTR.

(3) Dinner. A meal consisting of a choice of at least two meats, three vegetables, a choice of salads, appropriate bakery items, coffee, hot tea, iced tea, water, and a selection of at least two desserts plus other items the contractor feels appropriate according to industry standards. Specific menu selections will be at the discretion of the contractor subject to prior approval by the COTR.

(4) Box Lunches - Box Lunches will be prepared and delivered to on-site training areas per class schedule requirements. A box lunch consists of two sandwiches or fried chicken, fruit, chips, pickles, assorted diced raw vegetables such as tomatoes, onions, carrots, etc. cookies and condiments. Specific menu selections will be at the discretion of the contractor subject to prior approval by the COTR.

Lunch and dinner menus may be repeated during the periods covered by this contract but not during any single class session. Breakfast is exempt from this provision.

C-7.2.1 A qualified food service manager at all times, to administer all services and receive any complaints concerning the contract requirements, and rectify the causes of the complaints.

C-7.2.2 Inspect, maintain and repair all Government-owned and operator-owned commercial kitchen equipment/appliances, food preparation and galley equipment refrigeration units/systems, and other related specialty equipment, accessories/ attachments used for the performance of the food service portion of this contract.

C-7.2.3 Provide meals as necessary to be determined in accordance with class schedules and authorized by the contracting officer for CDP students.

C-7.2.4 Provide catering service to for official functions and receptions upon request by the government.

C-7.3 Definitions – Technical.

C-7.3.1 Hours of Operation: Hours of dining services shall be as follows (except Federal holidays and when students are not in session)

Breakfast 6:15 AM to 7:30 AM (Breakfast may be earlier on some training and departure days) Contractor shall be given ample notice if this requirement exists.
Lunch 11:30 AM to 1:00 PM
Dinner 5:00 PM to 7:00 PM

C-7.3.2. All hours may be shifted, solely by the Contracting Officer in writing, as necessary to suit the necessary requirements. (Such changes shall be at no cost to the Government.) Any request by the Contractor for modifying the hours or days of service shall be submitted in writing for advance written approval by the Contracting Officer.

C-7.3.3 The Government reserves the right to use dining areas and other public space during other than serving periods, for meetings of Government employees or other assemblies as coordinated by the Contracting Officer.

C-7.3.4 Buffet Pricing- All buffet prices for breakfast, lunch, and dinner shall remain constant as proposed by the contractor in the original proposal. Any changes to the proposed price must be authorized by the contracting officer. Prices shall be lower than or equal to those offered in the local community.

C-7.3.5 Bussing. The removal of trays, dishes and utensils from tables, by the patrons, and placed on dish carts strategically located in the dining area.

C-7.3.6 Carry-out Charge. The Contractor may assess a charge for carry out meals.

C-7.3.7 Catering Service. Food service provided to official function and receptions . Catering services may require provision of buffet service or served meals with special menus.

C-7.3.8 Box Lunches - The Contractor shall provide box lunches on site at training areas when requested. Box lunches will consist of various and sundry items like fried chicken, sandwiches, chips, fruit, pickles, potato chips, cookies, sliced raw vegetables, etc. Box Lunch prices shall not exceed the price quoted by the contractor in their proposal for a basic box lunch.

C-7.3.9 Menus. Upon approval of the COTR, a weekly menu must be provided by the dining facility.

C-7.4 Contractor Furnished Items.

The Contractor shall provide all equipment, materials, supplies, and services to perform the requirements of this contract.

C-7.4.1 Materials and Supplies. Samples of all materials and supplies shall be submitted to the Contracting Officer for approval prior to start of work. New, changed, or substituted materials and supplies shall be submitted and approved prior to being used. When necessary because of wear, breakage, loss or obsolescence, the Contractor shall replace, at no additional cost to the Government, Government-furnished china, glassware, trays, utensils, pots and pans, chafing dishes, etc. These items shall be of a quality in keeping with that provided by the Government as determined by the Contracting Officer. The contractor shall use quality dinnerware, glassware, utensils, serving trays, tablecloths and cloth napkins at all meals.

C-7.4.2 The Contractor shall be responsible to increase levels of consumable supplies needed to meet fluctuating student levels.

C-7.4.3 The Contractor will be responsible to provide adequate number of items to become a functioning service.

C-7.5 Management.

The Contractor shall manage the total work effort associated with the Dining Room Management and Food Service Management required herein to assure fully adequate and timely completion of these services. Included in this function will be a full range of management duties including, but not limited to, planning, scheduling, and quality control. The Contractor shall provide an adequate staff of personnel with the necessary food management expertise to assure the performance of the work in accordance with sound and efficient management practices. The Contractor shall maintain an adequate workforce to complete work in accordance with the time and quality standards specified herein.

C-7.5.1 Contractor/Subcontractor Responsibilities: The Contractor may also subcontract the performance of insect and rodent control if not provided for through the CDP BOSS Contract. Chemicals used for the eradication and prevention of rodents and insects must be certified to be safe for use in an establishment that prepares and serves food for human consumption.

C-7.5.2 Safety and Environmental Requirements. The Contractor shall comply with all fire/safety and environmental regulations which includes National Fire Protection Association, Occupational Safety and Health Administration, and Environmental Protection Agency. The food service facilities are subject to inspection by state or county authorized health department officials, fire department and other agencies relative to safety requirements. The Contractor shall immediately notify the Contracting Officer, in writing, of any notices of violations which are received during or in connection with inspections. A copy of any such report received by the Contractor shall be immediately sent to the Contracting Officer. The Contractor shall prepare action plans to correct conditions causing such violations. The Contracting Officer will have the option to be present at a inspections and will be given prior notice thereof whenever possible. The Contractor shall defend and hold the Service harmless from any fine, penalty, or liability in connection therewith, including reasonable attorney's fees.

C-7.5.3 Employee Certification. All food service employees must obtain either a TB skin test and/or chest x-rays. The results of these tests shall be provided to the Contracting Officer prior to the employment date of the employees involved. The Contractor shall be responsible for complying with all applicable federal, State, county and local sanitation laws, codes and regulations in connection with the performance of food services.

C-7.5.4 Training. The Contractor is required to provide an ongoing employee training program to insure the highest standards of efficiency and sanitation. This training program shall include Food Sanitation, Food Safety, and Personal Hygiene. This in-service program shall, at a minimum, provide refresher training semi-annually. A report of classes (including date, class subject, names of attendees, length of instruction, etc.) shall be provided to the Contracting Officer within five (5) working days after training is completed. An Annual Training Plan shall be provided to the Contracting Officer for approval, no more than thirty (30) calendar days after start of each contract performance period.

C-7.5.5 Conduct of Dining Room/Kitchen Personnel. The Contractor shall ensure that Food Service personnel are not offensive to the personnel utilizing this facility and at all time, service is provided with the utmost courtesy and professionalism.

C-7.5.5.1 Contractor employees shall not use Government or private equipment such as radios, during the performance of their duties. The Contractor shall ensure all Government and personal property items found out of place (items found on floor or in restrooms and common use areas that obviously do not belong where found) are turned into the Contract Manager or to the Contracting Officer.

C-7.5.5.2 The Contractor's personnel should always be alert to and report any facilities discrepancies observed to the Contract Manager or to the Contracting Officer. The Contractor's food service personnel shall report damaged, clogged, or inoperable drains and fixtures, or other conditions which prevent the proper performance of their duties.

C-7.5.5.3 Contractor personnel shall not eat or smoke while performing their duties. Smoking during breaks shall only be permitted in designated outside smoking areas.

C-7.5.5.4 The Contractor shall ensure that no Contractor personnel accept gratuities of any type.

C-7.5.5.5 The Contractor employees' uniform shall include hair nets, food handler hats, and latex gloves during the time they are performing their duties. Employees are to be carefully instructed concerning hand washing techniques and expected to thoroughly wash their hands and exposed portions of their arms with soap and warm water before starting work, during work as often as is necessary to keep them clean, and after smoking, eating, drinking, or using the toilet. Employees shall keep their fingernails clean and trimmed.

C-7.6 Dining Facility / Food Service Performance Requirements.

C-7.6.1 Service Standards. The following standards of service will be required under this contract. The contractor shall provide:

- (a) foods that will be served hot or cold as appropriate in accordance with commonly accepted industry standards and that will be served buffet style.
- (b) glass and china ware; (paper products (including napkins) will not be used.)
- (c) white linen tablecloths and napkins with a small centerpiece at each table.
- (d) metal eating utensils.
- (e) condiments at each table appropriate to the meal being served.
- (f) all supplies and equipment necessary to execute this contract requirement order except the seating area, serving area, seating, and tables.

C-7.6.2 Dining Facility Standards.

C-7.6.2.1 Meals and beverages served under this contract shall consist of tasty, appetizing, and high quality food served under clean and sanitary conditions in accordance with the provisions of the Food Service Sanitation Manual U. S. Department of Health, Education, and Welfare, Public Health Service, Food and Drug Administration, DHEW Publication Number (FDA) 78-2081 (Furnished under separate cover at time of award) to include periodic changes and updates during the contract period(s) which may supersede the currently available issue.

C-7.6.2.2 All foods served shall be wholesome and free from spoilage, free from adulteration and misbranding, and safe for human consumption. USDA Commercial Graded beef or USDA Good Graded lamb may be used for pot roasts and stews; otherwise, only first quality foods such as Grade A eggs, Grade A poultry, USDA Choice Grades of beef, U.S. No. 1 Grade pork; Grade A or fancy fresh or frozen vegetables and fruits; and Grade A or B canned goods shall be used.

C-7.6.2.3 Uncooked items, such as fresh fruits, shall be clean and free from blemish. All foods shall, when served, be attractive in appearance and correct in temperature and consistency. They shall be crisp, moist, dry, tender, etc., as may be appropriate in each case.

C-7.6.2.4 Cleaning Services. As part of the cleaning service requirements for the Dining Room, Kitchen and adjacent areas, the Contractor shall manage the total work effort of these services to assure fully adequate and timely completion of the schedule / frequency of Dining Services. Contractor shall provide and follow a schedule of frequency of daily services in accordance with industry standards. Included in this function will be a full range of management duties including, but not limited to, planning, scheduling, and quality control. The Contractor shall provide an adequate staff of personnel, with the necessary cleaning expertise, to assure the performance of the work in accordance with the quality standards listed below:

C-7.6.2.4.1 Cleanliness and Sanitation. The contractor shall ensure that food service employees clean, sanitize and rinse mops, sponges and similar tools and cleaning gear after each use. Mops, sponges and similar tools and cleaning gear shall be replaced with new or clean items when rinsing does not restore them to a reasonable state of cleanliness. Cleaning services shall meet the highest standards of cleanliness. Failure to keep this facility in a clean, sanitary condition, satisfactory to the Contracting

Officer, may result in the terminating the Contractor's responsibility for the cleaning of this facility. If this occurs, the Contracting Officer may elect to have the facility cleaned by other means, and the cost of such work will be charged to the Contractor.

C-7.6.2.4.2 The contractor shall maintain food service facilities at all times in a clean and sanitary manner in accordance with the highest industry standards and in compliance with all federal, State and municipal laws, codes and regulations. The Contractor shall train all employees to follow a "clean as you go" policy.

C-7.6.2.4.3 Trash Disposal. The Contractor shall be responsible for all labor and equipment used in disposal of all garbage, trash, refuse and dining hall waste. All equipment provided for this purpose shall be specifically engineered, designed and fabricated for the specific purpose for which it is used.

- a) The Contractor shall insure that the waste collection and storage areas remain odor infestation free at all times, that no raw garbage is exposed, that no waste liquids contaminate the ground or paved surfaces, and that all trash is secured to prevent dispersal by wind or other forces.
- b) The Contractor shall collect, store, and dispose of all trash, rubbish, garbage and swill from the dining facility. Trash shall expediently be removed to an appropriate off-facility disposal site. The disposal of all trash, rubbish, garbage and swill shall be accomplished in accordance with all Federal, State and local laws and regulations.
- c) The contractor shall maintain all waste disposal equipment in a safe operating condition and in a state of good repairs at all times.
- d) Besides removing and disposing of trash from building containers, the Contractor shall remove and dispose of trash in boxes, bags or other items marked "trash" and placed next to trash containers or in hallways.

C-7.6.3 Dining Facility Services. The Contractor shall maintain all areas in a high state of cleanliness, clear of refuse and garbage and free of infestations of rodents and insects at all times. Cleaning and janitorial services shall be performed on a regular schedule and must meet the highest standards of cleanliness.

C-7.6.3.1 Cleaning of Dining Facility. The Contractor shall ensure that food service employees constantly monitor the dining room so that accidental spilling or dumping of food and trash on table tops, floor, or elsewhere in the dining room shall be cleaned up within five minutes of the accident. Ensure that all condiment containers are clean and free of messy, sticky feel due to the presence of condiment residue or other soiling on the outside of the containers.

C-7.6.3.2 Kitchen Cleaning. Cleaning and janitorial services shall be performed on a regular schedule (at least once daily and more frequently if required) and must meet the highest standards of cleanliness. The Contractor shall ensure that food service employees wash, after each meal, the tray rails, glass sneeze guard over the serving line using a hot disinfectant detergent water, rinsing with clean, hot water and washing dry. Thoroughly clean tile walls and posts, vertical surfaces and doors of food preparation and serving equipment using hot water and disinfectant (rinse-free). Clean portable fans. Fan blades are to also be washed before grills are reinstalled.

C-7.6.3.2.1 Clean Kitchen Refrigeration. The refrigerators shall be cleaned both inside and outside to remove dust, dirt, residue, food wastes, ice, frost, streaks and stains. The door gaskets, coil units, drip tray, bottom grill shall be vacuumed or washed and disinfected, dried and returned to it's original position. The space under the refrigerator shall be vacuumed, there shall be no dust or dirt.. There shall be no disagreeable odor at the completion of the cleaning process.

C-7.6.3.2.2 Clean Kitchen Ovens: The oven shall be cleaned both inside and outside to remove dust, dim residue, food wastes, burnt on food, streaks and stains. The door gaskets, coils, burners, racks,

thermostats units shall be cleaned. The space under the oven shall be vacuumed, there shall be no dust or dirt. At the completion of the cleaning process the electrical breaker turned on and/or the gas supply turned on and pilots lights re-lit, and the oven shall be tested for proper function.

C-7.6.3.2.3 Clean Kitchen Ranges: The range shall be cleaned both inside and outside to remove dust, dirt, residue, food wastes, burnt on food, streaks and stains. The coils, burners, grills, grates, valves, knobs, range tops shall be cleaned. The space under the range top shall be cleaned, there shall be no dust, dirt, food waste, burnt on food, residue, streaks and stains. There shall be no disagreeable odor at the completion of the cleaning process. At the completion of the cleaning process the electrical breaker turned on and/or the gas supply turned on and pilots lights re-lit and the range shall be tested for proper function.

C-7.6.3.2.4 Clean Kitchen Range Hoods: The range hoods shall be cleaned both inside and outside to remove dust, dirt, residue, food wastes, grease-oil, streaks and stains. The grates, knobs, filters, fans, lights, vents and switches shall be cleaned. Removed items shall be returned intact and operational. The range hood light(s) shall function properly, if the light(s) is/are burned out the Contractor shall replace it/them before completion of the cleaning process. There shall be no disagreeable odor at the completion of the cleaning process. At the completion of the cleaning process the electrical breaker turned on and the range hood shall be tested for proper function.

C-7.6.3.2.5 Clean Kitchen Sinks: The sinks shall be cleaned both inside and outside to remove dust, dirt, residue, food wastes, grease-oil, streak and stains. There shall be no disagreeable odor at the completion of the cleaning process.

C-7.6.3.2.6 Clean Kitchen Garbage Disposal: The garbage disposal shall be cleaned both inside and outside to remove dust, dirt, residue, food wastes, grease-oil, streaks, rust and stains. There shall be no disagreeable odor at the completion of the cleaning process. At the completion of the cleaning process of the garbage disposal the electrical breaker turned on and the garbage disposal shall be tested for proper function.

C-7.6.3.2.7 Clean Kitchen Microwave Ovens: The microwave ovens shall be cleaned both inside and outside to remove dust, dirt, residue, food wastes, burnt on food, streaks and stains. The door gasket, rack, tray, lazy Susan and thermostats units shall be cleaned. The space under the microwave oven shall be cleaned, there shall be no, trash, rubbish, dirt, dust, residue, food wastes, burnt on food, streaks and stains. There shall be no disagreeable odor at the completion of the cleaning process. At the completion of the cleaning process the microwave oven shall be plugged in to the electrical receptacle and or the electrical breaker turned on, and the microwave oven shall be tested for proper function.

C-7.6.3.2.8 Clean Kitchen Toasters/Toaster Oven: The toaster/toaster oven shall be cleaned both inside and outside to remove dust, dirt, residue, food wastes, burnt on food, crumbs, streaks and stains before completion of the cleaning process. The door gaskets, coils, heating elements, racks, thermostats units shall be cleaned. The space under the toaster/toaster oven shall be vacuumed, there shall be no, trash, rubbish, dirt, dust, residue, food wastes, burnt on food, crumbs, streaks and stains. There shall be no disagreeable odor at the completion of the cleaning process. At the completion of the cleaning process the oven shall be plugged in to the electrical receptacle and or the electrical breaker turned on, and the toaster/toaster oven shall be tested for proper function.

C-7.6.3.2.9 Clean Kitchen Dish Washers: The dish washers shall be cleaned both inside and outside to remove dust, dirt, residue, food wastes, grease-oil, streaks, rust and stains. The door gaskets, heating elements, racks, thermostats units shall be cleaned. The space under the dish washer shall be vacuumed, there shall be no, trash, rubbish, dirt, dust, residue, food wastes, burnt on food, crumbs, streaks and stains. Removed items shall be returned intact and operational. There shall be no disagreeable odor at the completion of the cleaning process. At the completion of the cleaning process the dishwasher shall be plugged in to the electrical receptacle or the electrical breaker turned on and the dishwasher shall be tested for proper function.

Contractor shall be required to wash and clean pots and pans and other cooking utensils by hand if necessary, in order to maintain cleanliness, in compliance with industry standards.

C-7.6.3.2.10 Clean Kitchen Freezers: The freezers shall be defrosted and cleaned, rinsed and dried. All ice shall be disposed of, any ice cube trays or bins shall be cleaned. The door gaskets, coil units, drip tray and bottom grill shall be removed, vacuumed and or washed, dried and returned to it's original position, intact and operational. The space under the freezer shall be vacuumed, there shall be no dust or dirt.

C-7.6.3.2.11 Clean Kitchen Cabinets: All shelving and cabinets shall be cleaned and polished to eliminate all dust, dim stains, residue, food wastes, smears,, smudges, streaks and stains. The cleaned glass shall be free of dirt, dust, residue, soap film, smudges, paint, decals and streaks. All paint, putty, film, and foreign matter found on glass surfaces shall be removed. All hardware and bright metal work shall be cleaned and polished. Removed items shall be returned intact and operational. Cleaning of kitchen cabinets shall include all surfaces inside and outside, top and bottom of all shelves.

C-7.6.3.2.12 Clean Kitchen Countertops: All countertops shall be cleaned to eliminate all dust, dirt, stains, residue, food wastes, smears, smudges, streaks and stains. All hardware and bright metal work shall be cleaned and polished. Removed items shall be returned intact and operational. There shall be no disagreeable odor at the completion of the cleaning process.

C-7.6.4 A plan for the performance of these tasks shall be submitted by the Contractor, through the Contracting officer, for Contracting Officer approval within 30 days after the contract award. Any subcontract(s) for this work shall include a provision requiring the subcontractor(s) to comply with all federal, State and local laws and regulations.

C-7.7 Menus and Pricing CDP Students will not pay for meals. They will be furnished meal cards from the Student Administrative and Resources Department to identify them. All other patrons will pay for meals. It is the responsibility of the contractor to maintain accountability, reporting ability and recordkeeping of all monies collected.

C-7.7.1 Any change in price, portion size, or additional items offered for sale shall be subject to advance written approval of the Contracting Officer.

C-7.7.2 Buffet Meal Pricing. Prices for these meals in the Dining Room, shall be lower than or equal to those offered in the local community. It is the intent of this policy to offer a good nutritious product at a fair price, consistent with the operating procedures of the contract. To insure compliance with this policy, the Contracting Officer will review the price structure on a regular basis. The Contracting Officer will not set prices. The Contracting Officer will consider volume of business, costs, and other factors when conducting cyclic review of prices.

C-7.7.3 Menus. The contractor shall reproduce the weekly menus and distribute them throughout the CDP enclave via CDP mail distribution. A copy of the approved menu must be sent to the Student Administration and Resources Department.

2. During each serving period, easily read menus with buffet prices shall be prominently displayed at or near the dining room entrance.

3. Any changes in price, portion size, or additional items offered for sale shall be subject to advance written approval of the Contracting Officer.

C-7.8 Catering . The Contractor shall provide catering service to official special conference groups. Catering services may require provision of buffet service or served meals with special menus. The written requests for such conference groups will be approved by Contracting Officer and coordinated with the Contractor prior to the event. Payment for this service will be made by the conference attendees or requesting agency, wholly and separately from this contract. Official Government events scheduled

through the Contracting Officer shall have the right of first refusal on any location at any time. Only the Contractor may provide catering service in the dining facility. No outside catering will be permitted. On these occasions, the details and reimbursement charges will be negotiated between the Contractor and the Contracting Officer.

C-8.0 TRANSPORTATION

C-8.1 General Requirements.

The Contractor shall furnish all labor, supplies and equipment necessary to fulfill all transportation requirements for the Base Operations Support Services within the CDP enclave. The Government expects the Contractor to provide full service support for this requirement. The Contractor shall manage the total work effort associated with the control of transportation requirements. Included in these will be a full range of management including, but not limited to, planning, scheduling, maintenance and quality control. The Contractor shall provide an adequate staff of personnel with the necessary management expertise to ensure the performance of the work in accordance with sound and efficient management practices.

C-8.2 Work Schedule: The Contractor shall schedule transportation requirements in accordance with class schedules and other related CDP requirements. The Government will submit transportation requests three (3) working days in advance of the requirement.

C-8.3 Transportation Standards: The COTR must approve all contractor transportation plans prior to implementation (i.e., for each CDP class conducted the following transportation requirements will include, but are not limited to, the following: one each 55 passenger luxury bus, two each 15 passenger vans, one each seven passenger van). Contractors are put on notice that quality and excellence in transportation providers (i.e., luxury bus accommodations) is mandatory.

C-9.0 ACCESS CONTROL MANAGEMENT

C-9.1 General Requirements.

The Contractor shall be responsible for providing all labor, supplies, material, equipment, supervision and management necessary to perform total access control management for the CDP Facilities. The government expects the contractor to provide a “state of the art” access control management system.

The following is a list of minimum functions required in the Contractor’s Access Control Management System for the CDP.

- a. Design, implement and administer a computer-based system for issuing, controlling, carrying and wearing of Center for Domestic Preparedness (CDP), OJP, photo identification badges, access control cards, credentials and name tags for:

- Staff and Faculty
- Contractor Employees
- Visitors, Officials, guests and others.
- Students/Responders
- Vendors
- External Utilities and Maintenance Employees.

- b. Implement and administer a computer-based access control system for access to CDP facilities to include; but not limited to:

- Routine and emergency access procedures.
- Restricted access, access denial and access termination procedures.

Lock and Key Control Program.
Closed Circuit Television Surveillance Systems.
Vehicle identification/registration/parking procedures.

- c. Implement and administer a computer-based intrusion detection system for CDP facilities.
- d. Implement and administer mail/package and material control/screening programs for all CDP facilities/buildings.
- e. Coordinate requirements for providing emergency power to all critical systems, to include; but not limited to: computer systems, communications systems, alarms systems, CCTV monitoring systems, fire detection systems, entry control devices.

C-9.2 The following is a list of CDP facilities which will require access control and/or 24 hour surveillance. Contractor is put on notice that the list of facilities may either increase or decrease during the contract period. The government will work with the contractor and make equitable adjustments as needed. Implementation shall not commence until final approval by the contracting officer of the contractor's process, procedures and general overall approach to this requirement.

Responder Main Complex - BLDG 1081

Responder Support Complex - BLDGS 500,501,102,503,504,505

Responder Lodging Complex - BLDGS 300, 900, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 947

C-10.0 FACILITIES / BUILDING MAINTENANCE

C-10.1 General Requirements.

The Contractor shall furnish all labor, supervision, tools, materials, equipment, incidental engineering, transportation, and management necessary for the maintenance and repair of buildings, structures and related systems and equipment in accordance with the requirements specified herein. Contractors are to examine attachment J closely. Attachment J describes the buildings and structures to be maintained in this contract. The work includes the performance of service call work, recurring work, and indefinite quantity work items of repair.

C-10.2 Definitions - Technical. As used throughout this contract, the following terms shall have the meaning set forth below.

C-10.2.1 Acceptable level of Maintenance. The level of maintenance which will preserve equipment and buildings in unimpaired operating condition-that is, above the point where deterioration begins.

C-10.2.2 Contractor Representative. A foreman, supervisor, or key personnel who has been given authority, by the contractor, to act on his/her behalf.

C-10.2.3 Facility. An establishment, structure, or assembly of units of equipment designated for a specific function.

C-10.2.4 Inspections. Inspections can be classified as either visual or physical. A visual inspection is an examination of the facilities, equipment and procedures to evaluate visible operating conditions and to determine what apparent physical defects exist. This type of examination results in a report on visible conditions of the facilities or equipment. A physical inspection results in an examination of the mechanical function and condition of system or system component. Such an examination verifies that a component subassembly, or system performs satisfactorily.

C-10.2.5 Labor Hour Unit Price. A labor hour unit price is the unit price bid by the Contractor to provide one performance standard hour of work-in-place. The unit price includes wages, overhead, general and administrative expenses, and profit and materials at cost, including, if appropriate, material handling costs as part of material costs.

C-10.2.6 Latent Defects. Latent defects are defects that are present in a hidden or in a concealed state and are not visible or apparent at the time of inspection, and which could not be discovered by reasonable and customary observations or inspections.

C-10.2.7 Maintenance. The recurring day-to-day, periodic, or scheduled work required to preserve or restore a real property facility to such a condition that it may be effectively utilized for its designated purpose. The term includes work undertaken to prevent damage to a facility that otherwise would be more costly to restore.

C-10.2.8 Planned Overhaul and Parts Replacement are extensive forms of scheduled services. Only qualified personnel shall perform overhaul and replacements.

C-10.2.9 Pleasing Appearance. Pleasing appearance shall be construed to mean the original appearance with only minor unobjectionable deterioration resulting from normal wear and tear.

C-10.2.10 Unscheduled Services tend to be of an urgent nature and require service calls. Unscheduled services are basically of two types: investigative and restorative.

C-10.2.11 Regular Working Hours. The Government's regular (normal) working hours are from 7:30 a.m. to 4:30 p.m., Mondays through Fridays except (a) Federal Holidays and (b) other days specifically designated by the Contracting Officer.

C-10.2.12 Repair. Repair is the restoration of a piece of equipment, a system, or a facility to such condition that it may be effectively utilized for its designated purposes. Repair may be overhaul, reprocessing, or replacement of constituent parts or materials that have deteriorated by action of the elements or usage and have not been corrected through maintenance, or replacement of the entire unit or system if beyond economical repair.

C-10.2.13 Relamping. A procedure by which the Contractor inspects each Building included in this contract in order to systematically replace burned out and/or blinking fluorescent tubes and incandescent bulbs.

C-10.2.14 Response Time. Response time is defined as the time allowed the Contractor after initial notification of a work requirement to be physically on the premises at the work site with appropriate tools, equipment, and materials, ready to perform the work required.

C-10.2.15 Scheduled Services are recurring work which are authorized by Contractor prepared schedules, which shall be submitted for Contracting Officer approval, thirty (30) days from date of contract award.

C-10.2.16 Servicing is all routine, non-emergency support and upkeep activities performed on systems and/or components, to maintain them operating efficiently.

C-10.2.17 Testing is a procedure for subjecting systems, or components, to conditions that simulate actual operating conditions, and is performed only by qualified personnel.

C-10.2.18 Troubleshooting is an investigation or analysis to determine the cause or nature of a condition or problem uncovered during services. It generally requires some systematic combination of visual inspection, physical checks, or testing, and involves a process of elimination until the cause of the problem is discovered.

C-10.3 Contractor Furnished Items. Except for items specifically stated to be Government furnished, the Contractor shall provide all materials, parts and equipment for the operation, maintenance and repair, replacement of the facilities, systems and equipment.

C-10.3.1 Parts, Material and Supplies. The Contractor shall provide new or factory reconditioned parts and components when providing maintenance and repair as described herein. All replacement units, parts, components and materials to be used in the maintenance, repair and inspection of facilities and equipment shall be compatible with that existing equipment on which it is to be used; shall be of equal or better quality than original equipment specifications, shall comply with applicable Government, commercial or industrial standards such as National Board of Underwriters or Underwriters' Laboratories, Inc., National Board of Fire Underwriters, National Electrical Manufacturer's Association, American Society of Mechanical Engineers, etc. If the original manufacturer has updated the quality of parts for current production, parts supplied under this contract shall equal or exceed the updated quality. The Contractor shall retain the parts replaced for at least 10 working days after completion of the job and make these parts readily available for inspection by the Contracting Officer upon request. When disputes arise concerning material, equipment, and components selected for work items; already accomplished, the Contractor shall, at no cost to the Government, remove, replace, and/or rework material, equipment, and components so that compliance with the Government's requirements are satisfied. The resolution of formal disputes is addressed in the "DISPUTES" clause.

C-10.3.2 Shop Equipment. The Contractor shall furnish all Shop Equipment, except for those items specifically stated to be Government Furnished, including all Test and Measurement (T&M equipment, required to perform the work prescribed within this subsection. The Contractor shall submit a descriptive list of all T&M equipment to be used in the performance of this contract to the Contracting Officer for approval, before use. All T&M equipment, used in the performance of this contract and requiring calibration, shall be calibrated by a certified precision measurement laboratory at a frequency prescribed by the manufacturers specifications or State and Federal laws. Each item of T&M equipment shall bear a calibration decal denoting the date calibration was performed, the date next calibration is due, and the laboratory certification stamp. Any item of T&M equipment which does not require calibration shall bear a decal denoting no calibration required (NCR). At no time shall any item of T&M equipment requiring calibration be used without a current calibration.

C-10.3.3 Electrical Safety of Shop Equipment. All electrical equipment shall be third-wire grounded or double insulated and equipped with 3 -conductor electrical cord which is approved and properly rated by the Underwriters Laboratory, Inc.; permanently attached to the machine; and equipped with proper fittings to operate from corridor outlets. Electrical machines shall not exceed the rated capacity of the circuits from which they are operated. No Government equipment shall be unplugged from receptacles to accommodate Contractor cleaning equipment.

C-10.3.4 Inspection of Contractor Equipment. Equipment, tools and cleaning gear used by the Contractor shall be subject to inspection by the Government. The Contracting Officer may reject use of equipment, tools and cleaning gear determined to be in non-compliance with the requirements of this specification.

C-10.4 MANAGEMENT. The Contractor shall manage the total work effort associated with the maintenance, repair, inspection and all other services required herein to assure fully adequate and timely completion of these services. At a minimum, the Contractor shall take all steps and measures which would be taken by a prudent Building owner to maximize the life expectancy of the property. The Contractor shall operate all plumbing, mechanical, electrical, and utility systems in the buildings at the highest level of efficiency compatible with current energy conservation requirements and maintain them at an acceptable level throughout the contract performance period. Included in this function are a full range of management duties including, but not limited to, planning, scheduling, report preparation, establishing and maintaining records, and quality control. The Contractor shall provide an adequate staff of personnel with the necessary management expertise to assure the performance of the work in accordance with sound and efficient management practices. Operations, maintenance and repair

services will be performed in accordance with equipment manufacturer's instructions when available and/or industry standard operating procedures when not available.

C-10.4.1 Work Control. The Contractor shall implement all necessary work control procedures to ensure timely accomplishment of work requirements, as well as to permit tracking of work in progress. The Contractor shall plan and schedule work to assure material, labor, and equipment are available to complete all work requirements specified in this Statement of Work. Scheduled work shall be performed within the specified time limits and in conformance with the quality standards established herein. Verbal scheduling and status reports shall be provided when requested by the Contracting Officer. The status of any item of work must be provided within one hour of the inquiry during regular working hours, and within four hours after regular working hours. All work materials, parts and supplies used in fulfilling requirements of this contract shall meet or exceed the requirements of the original design intent and/or such applicable codes as: Uniform Building Code, Uniform Fire Code, Uniform Plumbing Code, Uniform Mechanical Code, Uniform Electrical Code, National Electric-Code, National Electrical Safety Code and National Fire Protection Association-Life Safety Code.

C-10.4.2 Work Schedule. The Contractor shall schedule and arrange work so as to cause the least interference with the normal occurrence of Government business and mission. In those cases where some interference may be essentially unavoidable, the Contractor shall make every effort to minimize the impact of the interference, inconvenience, equipment downtime, interrupted service, customer discomfort.

C-10.4.3 Records and Reports. The Contractor shall maintain management, operation, and maintenance records and prepare management, operation, and maintenance reports as required in this Statement of Work. All work performed under the contract shall be documented by either an approved schedule, or an approved Contract Service Work Order. A copy of all completed work authorizations shall be submitted to the Contracting Officer within two (2) workdays after the work has been completed, unless otherwise specified in the performance specification. The Contractor shall provide the Contracting Officer, by 3:30 p.m. each Monday, with a written report of all unscheduled work accomplished during the previous week. Service orders shall be attached.

C-10.4.3.1 A completed work file for each structure- (identified by facility number) shall be maintained by the Contractor for each facility listed in Attachment J. Each file shall contain a listing of all equipment in the structure by nomenclature and manufacturer's model number, as well as all manufacturer's literature, brochures, and pamphlets; maintenance, operator's, and parts list manuals; warranty information; a copy of all completed Service Call Work Authorization forms, minor job orders, and Preventive Maintenance Inspection Record forms; and other information pertaining to the facility and/or installed equipment and systems. All documents shall be filed within 10 working days of the completed transaction, with the exception of Preventive Maintenance Inspection Record forms, which shall be filed within two working days after the completion of each preventive maintenance inspection. The Government will have access to these files upon request. The entire file shall be turned over to the Government upon completion of the contract.

C-10.5 Facilities Maintenance. The recurring day-to-day work required to preserve facilities (buildings, structures, grounds, utility systems, and collateral equipment) in such a condition that they may be used for their designated purpose over an intended service life. It includes the cost of labor, materials, and parts. Maintenance minimizes or corrects wear and tear and thereby forestalls major repairs. (Facilities Maintenance does not include work on noncollateral equipment.) The Facilities Maintenance Work Elements are defined in the following paragraphs. The contractor shall report the planned and actual facilities maintenance effort by these elements.

C-10.5.1 Preventive Maintenance (PM). The planned, scheduled periodic inspection, adjustment, cleaning, lubrication, parts replacement, and minor repair (no larger than trouble call scope) of equipment and systems for which a specific operator is not assigned. Preventive Maintenance (PM) consists of many check point activities on items that, if disabled, would interfere with an essential center operation, endanger life or property, or involve high cost or long lead time for replacement. The

Contractor will provide, no later than 10 days after date of award, a Recommended Schedule outlining the frequency to accomplish the necessary Preventive Maintenance on all facilities within the CDP enclave.

C-10.5.2 Predictive Testing & Inspection (PT&D). Those testing and inspection activities for facility items that generally require more sophisticated means to identify maintenance requirements than in Preventive Maintenance. For example, specialized tests are used to locate thinning of pipe walls and fractures (e.g. eddy current testing, radiographic inspections, ultrasonic testing, television cameras, or aural leak detectors); to detect roof weaknesses or wet insulation areas (e.g. infrared, thermographic viewers, or nuclear density devices); to identify large equipment wear problems (e.g. vibration analyzers, and oil analysis for wear metals and lubricant properties), and to locate charge or heat buildup in electric equipment (e.g. stiscosopes or infrared thermography).

C-10.5.3 Building Codes. A set of written documents, periodically amended, containing methods and standards used to regulate the erection, construction, enlargement, alteration, repair, moving, removal, demolition, conversion, occupancy, equipment, use, height, area, and maintenance of all buildings or structures in a given jurisdiction.

C-10.5.4 Minor Construction. Work that entails the erection, installation, or assembly of: 1) a new facility, building, structure, improvement, or piece of equipment; or 2) an addition in area, volume, or both, to an existing facility, building, structure, improvement, or piece of equipment.

C-10.5.5 Contractor Quality Control. The system established by the contractor and approved by the Government which enables the contractor to provide control of contractor personnel as well as assurance to the Government that all terms of the contract are being met.

C-10.5.6 Government Quality Assurance. The process used by the government to confirm, through some objective evaluation method, that the quantity and quality of goods and services received from the contractor conforms to the requirements of the contract.

C-10.5.7 Functional Test. A test designed to establish whether something functions or performs to its intended use.

C-10.5.8 Cannibalization. The removal of serviceable parts, components, or assemblies from one piece of equipment to be used as a replacement in other equipment or to fabricate another item.

C-10.5.9 History Files of Facilities & Specialty Equipment/Components. A history file for each facility, specialty equipment/appliances and components shall be maintained by the Contractor. Each file shall contain a copy of the control inspection schedule and preventive maintenance inspection reports, a copy of all completed work authorization, and a list of Government furnished property. An operating history of each facilities/specialty equipment, including operating data, time in operation, abnormal operation, malfunctions, spare parts requirements and other data required for operation evaluation and analysis shall be included in this file. The Government shall have access to and may periodically review these files. All documents shall be filed within two (2) working days of the completed task and these files shall be turned over to the Contracting Officer, within ten (10) working days of completion of the contract. Contractor shall produce, upon government request, reports based on facilities historical data.

C-10.5.10 Staffing. The Contractor shall continuously maintain an adequate staff with suitable management expertise to assure work is scheduled and completed in accordance with these specifications. The Contractor shall maintain an adequate craft work force to complete work in accordance with the time and quality standards specified.

C-10.6 General Performance Requirements And Procedures Related To Facility Maintenance Support.

C-10.6.1 Standards. All work shall meet the standards specified herein and shall be accomplished in conformance with approved and accepted standards of the industry; equipment manufacturers; all applicable activity, local, state, and federal standards; and all applicable Building and safety codes.

C-10.6.1.1 When the Contractor completes work on a facility or system, that facility or system shall be free of missing components or defects which would prevent it from functioning as originally intended and/or designed. Corrective or repair/replacement work shall be carried to completion including operational checks and cleanup of the job site. Except where otherwise noted, replacements shall match existing in dimensions, finish, color, and design.

C-10.6.1.2 During and at completion of work, debris shall not be allowed to spread unnecessarily into adjacent areas nor accumulate in the work area itself. All such debris, excess material, and parts shall be cleaned up and removed at the completion of the job and/or at the end of each day work is in progress.

C-10.6.1.3 Major Repair or replacement is not included within the scope of this contract. A major repair is fiscally defined as a repair where the cost is expected to exceed \$2000.00 for labor, material and parts. Major repair will normally be accomplished by separate contract or by Government forces. This exclusion does not apply if the repair is required to correct damage caused by the Contractor's negligence. "Major repair or replacement," as defined herein, relates to facilities maintenance and does not apply to repair or replacement of GFE accepted by the Contractor for its exclusive use in the performance of this contract. Such repair/replacement shall be at the cost of the Contractor.

C-10.6.1.4 Replacement, Modernization, Renovation. During the term of the contract, the Government may replace, renovate, or improve equipment, systems, facilities, components, and fixtures at the Government's expense and by means not associated with this contract. All replaced, improved, updated, modernized, or renovated equipment, fixtures, facilities, components, and systems shall be maintained, operated, and/or repaired by the Contractor at no additional cost to the Government unless such changes result in an increase or decrease in contract requirements. Changes, replacements, or deletions which result in an increase or decrease in contract requirements will result in adjustments to the contract price in accordance with the "CHANGES" clause.

C-10.6.1.5 Equipment Under Manufacturer's or Installer's Warranty. Equipment, components, and parts, other than that installed under this contract, shall not be removed or replaced or deficiencies corrected while still under warranty of the manufacturer or the installer without prior approval of the Contracting Officer. All defects in material or workmanship, defective parts, or improper installation and adjustments found by the Contractor shall be reported to the Contracting Officer so that necessary action may be taken. The Contractor shall be knowledgeable of the equipment, parts, and components that are covered by warranty and the duration of such warranties. Available warranty information will be furnished to the Contractor by the Contracting Officer. The Contractor will maintain a Warranty Log which outlines the appropriate Warranty information for each piece of equipment component or part installed under this contract.

C-10.6.1.6 Interface With Government Forces. Attention is invited to the fact that government forces may be engaged in similar and supporting work, requiring close cooperation. The Contractor for this contract shall cooperate with these individuals and avoid conflicts with performance and work schedules.

C-10.6.1.7 Damages Caused by Weather Conditions or Vandalism. Work required to repair facilities or equipment damaged by inclement weather conditions and/or acts of vandalism shall be performed at no additional cost to the Government if such work is within the scope of a service call.

C-10.6.2 Work Shifts Other Than During Regular Ins Working Hours. Contractor shall provide roving boiler mechanic/repair persons for the 2nd and 3rd shifts, weekends and holidays. Except for these individuals, or as otherwise specified, all work shall be performed during the Government's regular working

hours. If the Contractor desires to carry on work on Saturday, Sunday, holidays, or outside regular working hours, he/she must submit application to the Contracting Officer for approval.

C-10.6.3 Continuity Of Services. To insure continuity of essential services, the Contractor shall be prepared to fully commence work on the start date of this contract, and should not assume that Government or previous: Contractor employees will be available to guide, direct, or specifically orient each Contractor employee.

C-10.6.4 General Requirements And Procedures For Service Call Work. Service calls are defined as maintenance, repair, inspection and/or other miscellaneous work requirements which are called into the Contractor's Work reception desk by Building occupants or generated by designated Government representatives and are brief in scope.

C-10.6.4.1 During Regular Working Hours. The Contractor's work reception center will receive service call requests during regular working hours and classify each call in accordance with the definitions provided below. A description of the problem or requested work, date and time received, location, and other appropriate information will be placed on a Service Call Work Authorization Form.

C-10.6.4.2 After Regular Working Hours. The Security Office shall receive all service call requests from authorized representatives after regular working hours, on weekends, and holidays. Calls shall be received and classified by the Contractor as emergency, urgent, or routine in accordance with the definitions provided in the "Service Call Classification" paragraph of this provision, and responded to accordingly. If the call is classified as emergency or urgent, Security will call appropriate maintenance staff to work on the problem. Maintenance person receiving the call will note a description of the problem, date and time call was received in facility, identification, location, and caller's name and phone number for contact purposes. If the call is classified as routine, the Contractor shall record the same information in the log. Log of all calls received shall be delivered to the Contracting Officer by 10:00 am the next regular working day. The Contracting Officer may upgrade or downgrade the classification of any service call received by the Contractor.

C-10.6.5 Service Call Classification.

C-10.6.5.1 Emergency Calls. Generally, emergency calls will consist of correcting failures which constitute an immediate: danger to personnel, threaten to damage property, or threaten to disrupt activity operations (including wind storm damage, overflowing drains, broken water pipes, roof leaks, flammable substance leaks or spills, etc.), and/or training missions. Examples include outages in utility systems which support training equipment or provide other vital services, clogged drains, broken water pipes, gas leaks, inoperable pumps, roof leaks, electrical defects which may cause fire or shock, unlocking of locks or safes, etc.

C-10.6.5.2 Urgent Calls. Service calls will be classified as urgent at the discretion of the Contracting Officer. Generally, urgent calls will consist of providing services or correcting failures which do not immediately threaten personnel, property, or activity missions; but which would soon inconvenience and/or affect the health or well being of personnel, lead to property damage, or lead to disruptions in operational and/or training missions.

C-10.6.5.3 Routine Calls. Service calls will be classified as routine when the work does not qualify as an emergency or urgent call. Examples of routine calls include inoperative electrical switches or outlets, dripping faucets, broken glass or floor tile, repairs to mechanical or food service equipment, sign fabrication and painting, key making, etc.

Routine service calls will be classified as routine when the work does not qualify as an emergency or urgent call. Routine service calls shall be started within two (2) working days after receipt of the call. Routine calls shall be considered as received by the Contractor at the time and date the reception center makes the work authorization form available for pick up. All routine service calls shall normally be accomplished during regular working hours, Monday through Friday.

C-10.6.6 Response to Service Calls. The Contractor shall have adequate procedures for picking up service call work authorizations during regular working hours, and for receiving and responding to emergency and urgent service calls 24 hours per day, seven days a week, including weekends and holidays. A single local telephone number shall be provided by the Government for receipt of all service calls. A person shall be available to answer the phone immediately. All telephone calls shall be answered within 30 seconds by an individual fully familiar with the Contractor's work control procedures.

C-10.6.6.1 The Contractor shall be on the job site and working on all emergency service calls within 15 minutes after receipt of calls between 7:30 a.m. and 5:00 p.m., Monday through Friday, excluding Federal holidays. At all other times the Contractor shall be on the job site and working on all emergency service calls within one hour after receipt of notice of the emergency. The Contractor shall work continuously without interruption and shall arrest the emergency condition before departing the job site. Emergency calls shall be considered received by the Contractor at the time and date the telephone call is received at the work reception center/Security Office.

C-10.6.6.2 Service calls will be classified as Urgent when the conditions do not immediately endanger personnel or threaten damage to property, but would soon inconvenience and affect the health or well being of the personnel or disrupt scheduled training. The Contractor shall be on the job site and working on all urgent service calls within two (2) hours after receipt of the call. The Contractor shall work continuously without interruption to complete the work request before departing the job site. Urgent calls shall be considered received by the Contractor at the time and date the telephone call is received.

C-10.6.6.3 Beyond the Scope of Routine Call. If the Contractor responds to a routine service call and believes that the work required is beyond the scope of a service call, as defined above, the work authorization form shall be returned to the Contracting Officer's Office no later than 10:00 am the following business day. The Contractor shall attach a summary of the work needed and a detailed estimate showing labor hour and material requirements. The Contracting Officer may waive the requirement to submit estimates in cases where the statement of work is clearly beyond that of a service call.

C-10.6.6.3.1 If the Contracting Officer agrees that the work required is beyond the scope of a service call, the statement of the work will be reduced and a new service call work authorization issued by the Government, or the original work authorization will be canceled.

C-10.6.6.3.2 If the Contracting Officer determines that the work falls within the scope of a service call, the original work authorization will be returned to the Contractor, who shall complete the work. Work on such calls shall still be completed within 2 working days from the date the contractor receives the Contracting Officer's determination.

C-10.6.6.4 Completed Calls. Within one working day after completion of each service call the Contractor shall add the following information to the work authorization form and return to the work reception center:

C-10.6.6.4.1 Description of work actually completed.

C-10.6.6.4.2 Brief description of material and parts used, including quantities.

C-10.6.6.4.3 Date and time work began.

C-10.6.6.4.4 Date and time work was completed.

C-10.6.6.4.5 Hours of labor (by craft) expended.

C-10.6.6.4.6 Signature or initials of the Contractor's craftsman performing the work (or supervisor), indicating that the work has been completed.

C-10.6.7 Work Reception Desk. The Contractor shall operate and maintain a trouble telephone/work reception desk function during normal working hours (7:30 a.m. to 4:30 p.m.) Monday through Friday, excluding Federal holidays, to receive and process work requests.

C-10.6.8 Trouble Calls. Trouble calls are generally called in by telephone by occupants of a facility (or facility managers or maintenance workers). This category is composed of two types of work: Routine Calls and Emergency Calls. Minor requests for services (such as hanging bulletin boards) are considered Trouble Calls and are included in the Routine Calls category. Routine Calls are minor facility problems that are too small to be estimated (usually less than about 20 work hours or \$2,000) and are generally responded to by grouping according to craft and location. Emergency Calls require immediate action to prevent loss of, or damage to, facility property; to restore essential services that have been disrupted; to eliminate hazards to personnel or equipment. Emergency work is usually a response type work effort, often initially worked by Trouble Call technicians.

C-10.6.9 Trouble Telephone Line. The Contractor shall maintain a trouble telephone line during all hours when the work reception is not in operation in order to respond to after hours service calls. The person attending the trouble telephone line shall be fully familiar with the Contractor's organization and procedures. The designated person shall be available to the CDP Facility call-in, by either a manned telephone number or Contractor furnished pager. If the call requires neither emergency nor priority response, the call shall be referred to the Work Reception Desk for action. The work requirements resulting from service calls shall be completed in accordance with the level and quality of standards established within the performance specification.

C-10.6.10 Materials and Equipment. The Contractor shall maintain sufficient off-the-shelf materials and equipment on hand to support routine service call work requirements. Lack of availability of materials or equipment shall not relieve the Contractor from the requirement to complete service call work within the time limits specified above. Contractor shall have resources identified so as to be able to respond to service calls within the prescribed time periods.

C-10.7 General Requirements And Procedures For Recurring Work. Recurring maintenance and repair work is authorized by means of Contractor prepared schedules and shall be performed by the Contractor in accordance with the terms and conditions of this provision. All schedules shall be submitted for Contracting Officer approval in accordance with the performance specification. Recurring work includes all work requirements for which schedules of accomplishment have been included in the contract, or for which the Contractor is required to submit schedules for Government approval. All recurring work is included in the fixed-price portion of the contract. The Contractor shall provide and store the parts and materials necessary for the continued performance of a recurring work as specified herein. Lack of availability of materials and parts shall not relieve the Contractor from the requirement to complete work within the time requirements and quality standards specified herein. Recurring work in this contract includes preventive maintenance, relamping and seasonal start-up/shut-down of HVAC systems.

C-10.7.1 Work Authorization

C-10.7.1.1 The Contractor shall initiate a Service Contract Work Request in response to the identification of any service requirement by either the Contracting Officer or the Contractor. These shall be written and scheduled for completion without further authorization by the Contracting Officer when the total cost is less than \$2000. When the total cost is expected to be \$2000 or higher, the request must be approved by the Contracting Officer. The Contracting Officer must approve Routine and Rework service calls before the Contractor starts work. For all other service calls, the Contractor shall start work within the required time frames. The Contracting Officer and Contractor will determine if the work will be performed under the fixed price or time and material portion of the contract.

C-10.7.1.2 All Contractor service work authorizations must be numbered sequentially and include the following information, as applicable:

- Work request number
- Date and time call received

Description of problem
Date and time work was completed

C-10.7.1.3 Preventive Maintenance and Inspection.

C-10.7.1.3.1 The Contractor shall provide maintenance and inspection services to include inspection, testing, maintenance and repairs of all buildings, facilities, specialty equipment, and associated systems covered by this contract prescribed in Attachment J. Services shall be characterized as either scheduled or unscheduled services. The contractor and Contracting Officer shall develop a schedule for the maintenance and repair of the identified problem areas when the items have not previously been scheduled.

C-10.8 Utility Outages.

C-10.8.1 Scheduled Outages. Request by the Contractor for any scheduled utility outage must be submitted to the Contracting Officer for approval a minimum of ten (10) working days in advance of the planned outage. Scheduled outages shall be scheduled during low demand periods whenever possible.

C-10.8.2 Unscheduled Outages. Any unscheduled outage (within a CDP Facility Building) which would cause a loss or a reduction in capacity of any equipment or utility system for a period extending beyond 15 minutes shall be reported to the Contracting Officer or the Contracting Officer within 30 minutes of occurrence. In reporting, the Contractor will identify the facility affected, probable cause and estimated time of restoration. In addition, the Contractor will provide a written investigation report to the Contracting Officer within five (5) working days of the occurrence, reporting the cause, corrective action taken, and future preventive measures. A copy of this report will be simultaneously provided to the Contracting Officer.

C-10.9 Relamping. The Contractor shall provide relamping services for all buildings / spaces covered by the contract. This includes, but is not limited to, emergency, exit and exterior lights attached to buildings. The work shall include inspecting each building on a regular schedule and replace all blackened, discolored, blinking, and burned out fluorescent tubes and incandescent bulbs; and other defective parts such as, ballasts, starters, etc. In areas where the fixtures are not easily accessible, such as high bay or hangar areas, the Contractor may elect to perform group relamping. Replacement lamps (such as fluorescent tubes and incandescent light bulbs) and components shall be the same type, wattage, and voltage as those removed. Between scheduled relamping services, the Contractor shall respond to service calls for replacing burned out or blinking light bulbs and tubes between scheduled relamping services. The Contractor shall respond to service call requests for lighting within a 4 hour response time during regular working hours.

C-10.10 General Requirements And Procedures For Minor Work. A minor repair is fiscally defined as a repair where the cost is expected not to exceed \$2000.00 for labor, material and parts. Individual replacements of doors, windows, HVAC units, plumbing / electrical fixtures and component parts of plumbing, electrical, HVAC, and structural systems, which do not exceed \$2,000.00 for labor, material and parts, are within the scope of work of these specifications.

C-10.10.1 Establishing Total Material Costs. Material prices provided by the Contractor shall be the lowest price available considering the availability of materials and the time constraints of the job. The direct material price shall be reduced by all discounts and rebates for core value or salvage value that accrue to the Contractor. All material costs for the job will be reviewed and negotiated by the Contracting Officer prior to issuance of a delivery order.

C-10.10.2 Quality Assurance. The Contractor shall make quality repairs that prevent any malfunction recurrence due to poor workmanship or other Contractor inadequacies. Repaired work shall be carried to completion, including painting. The Contractor shall remove any stains or other unsightly marks upon completion of work. The quality of the work and the repaired areas shall be fully compatible with adjacent surfaces or equipment. Whenever practical, the Contractor shall maintain a pleasing appearance. The Contractor shall make repairs in accordance with manufacturers' specifications or

guidelines, and standard Building codes. The Contractor shall always accomplish maintenance and repairs with proper regard to preservation of life and property.

C-10.10.3 Clean Up. The Contractor shall not allow debris to spread unnecessarily into adjacent areas, nor accumulate in the work area. The Contractor shall clean up all debris at the end of each workday and remove all remaining debris at job completion. Upon completion of work, any stains and other unsightly marks shall be removed.

C-10.10.4 Emergency Repairs. The Contractor shall provide for after-hours, holiday, and weekend emergency service on an as-needed basis in response to calls placed by authorized personnel. The Contracting Officer will provide the Contractor with a list of authorized individuals. The Contractor shall be on site within one hour of receiving an emergency service request. The Contractor shall submit an Emergency Call Back Report to the Contracting Officer on the first work day following an emergency call back.

C-10.10.5 Equipment Storage. Warehouse space will be provided by the Government for all Contractor's shop supplies and equipment required for performance of facility maintenance.

C-10.11 General Requirements For Structural And Architectural Components. The maintenance of all general structural and architectural components (except for latent structural damage) are included in the firm fixed-price portion of the contract. The Contractor shall maintain all structural and architectural components to the following standards to maintain satisfactory safe, sanitary and pleasing conditions. The contractor shall provide and store any parts and materials necessary for the continued performance of the work specified herein. Lack of availability of materials and parts shall not relieve the Contractor from the requirement to complete work within the quality standards specified herein.

C-10.11.1 General Interior Work.

C-10.11.1.1 Concrete Surfaces shall be usable, safe and free of cracked, spaced or broken areas or cracks which adversely affect the structural integrity. If fill material, i.e., top soil and rock, is required, this will be at the Contractor's expense.

C-10.11.1.2 Stairways (metal/wood/concrete treads, risers, vinyl tread covers, nosings, balustrades, handrails and/or structural members and elevators) shall provide a safe and useable system.

C-10.11.1.3 Windows and Doors shall operate smoothly and properly without binding, sticking or other defects which would prevent their functioning in accordance with design intent. All glass doors and windows shall be free from cracked, chipped, or broken glass and shall be weather tight to prevent any condensation or hazing between glass panels. New glass used for replacement shall be the same thickness, type and quality as the existing glass. All hardware such as hinges, locks, strike plates, window operator mechanisms, door closers, and springs shall be free of corrosion or other defects that would prevent operating as intended.

C-10.11.1.4 Screens and Shutters shall be maintained to operate smoothly and properly without binding, sticking or other defects which would prevent their functioning in accordance with the design intent. Windows screens shall be maintained in good working order, free of torn fabric and frame defects to assure the screening function is effective.

C-10.11.1.5 Venetian Blinds and Drapery Rods shall operate smoothly and properly and be free of damaged slats, deteriorated tapes, cords, and hardware.

C-10.11.1.6 Interior Wall Systems (to include vinyl/fabric wall coverings) shall be free of damage, deterioration, cracks or defective materials, noticeable discoloration or other defects. Contractor shall replace all vinyl/fabric, wall covering on walls that cannot be cleaned or repaired to match adjacent surfaces and which renders an unsightly appearance.

C-10.11.1.7 Ceilings and Framing Members shall be properly secured. The ceiling shall be free of holes and cracks. Badly, soiled, defaced or water damaged surfaces or other defects which would render an unsightly appearance are to be repaired to restore surfaces to a good condition.

C-10.11.1.8 Floors and Floor Coverings:

C-10.11.1.8.1 Concrete floors shall be useable, safe, of a pleasing appearance, and free of cracked, spalled or broken areas or cracks which adversely affect the structural integrity of the floor.

C-10.11.1.8.2 Linoleum and Resilient Tile floor coverings shall be useable, free of cracks, chips, and loose, torn or excessively worn material.

C-10.11.1.8.3 Carpets shall be useable and free of raveled, torn, or excessively worn material.

C-10.11.1.8.4 Ceramic Tile floors and walls shall be free of loose, damaged, broken, missing or cracked tiles and have joints properly sealed to provide the intended water tight surface.

C-10.11.1.8.5 Subflooring and structural members shall be maintained in a safe and usable manner. Deteriorated, bowed or cracked subflooring members shall be repaired or replaced to retain the original whole condition of the floor.

C-10.11.1.9 Interior Trim shall be free of unsightly appearances. Surfaces shall be smooth, free of shipped or peeling paint, exposed nails, warps, cracks, rot or termite damage.

C-10.11.1.10 Cabinetry (cabinets, shelving, countertops and similar equipment) shall be in a useable condition with a pleasing appearance. Missing or inoperative hardware shall be replaced. The countertops shall be free of warped, marred, burned or damaged areas. Repaired/replaced cabinets shall be restored to original arrangement and/or finished to original condition.

C-10.11.1.11 Interior Accessories. The Contractor shall repair or replace damaged, inoperative, or missing interior accessories including, but not limited to paper holders, soap trays, dispensers, towel bars, shower curtain rails, medicine cabinets, mirrors, smoke detectors, and door stops. Loose accessories shall be resecured by tightening or replacing screws or by using a suitable adhesive. Damaged or missing items shall be replaced with items matching the original. Replacement hardware shall conform to the Building Hardware Manufacturer's Association Product Standard (BHMA.) Hardware items requiring lubrication shall be lubricated and restored to an operable condition. Repairable rusted metal components shall be cleaned of all rust, coated with a rust inhibitor and restored to an operational condition.

C-11.0 HVAC AND REFRIGERATION SYSTEMS

C-11.1 Definitions - Technical

C-11.1.1 Cooling Towers and Evaporative Condensers: Cooling tower units are generally outdoor units normally roof or ground mounted with single or multiple cells. Water cooling towers shall be treated for scale, corrosion and algae as determined by water sampling. Cooling tower air can flow as induced (or forced) by mechanical draft or by natural draft as in a hyperbolic tower. Evaporative cooled condensers operate on the same principle as a cooling tower. Small cooling towers are labeled evaporative condensers whether they are open or closed-tube type. Evaporative condensers can be mounted indoors as well as outdoors. Normally, a cooling tower or evaporative condenser is considered a major component assembly of a refrigeration or air conditioning system.

C-11.1.2 Unit Air Conditioners and Air Handlers (Over 5 Tons): Unit Air conditioners are generally roof top mounted units, unitary type or storage-service areas. The units of concern are package type units which contain major components and unit sections to make up a definable system, or air handling units

with remote compressor, condenser, or heating sections. While there is a wide difference in components used and arrangements available among various manufacturer's, most units are packaged in one enclosure and can contain reciprocating or hermetic compressors, DX evaporator coils or chilled water coils, blowers with motor and belt drives, mixing box, filters, dampers, heating coils, and air cooled condensers.

C.11.1.3 Ventilating Systems: Ventilating equipment includes exhaust fans in restrooms, roof ventilators and ceiling and wall mounted exhaust fans.

C.11.1.4 Air Conditioned Systems: The air conditioning systems include as a minimum but not limited to one (1) manual pull station, spot testing of heat detectors (simulated test only of nonreusable type). Testing one-half (1/2) of all duct detectors and smoke detectors (all within each 6-month period) using smoke generated devices as approved for testing smoke detecting devices. Test all water flow detectors that have test stations, all other water flow detectors simulated test. Activating devices of fire extinguishing systems shall be electrically disconnected during test. Assure that signals from transmitters are being received at receiver/recorder located in Fort McClellan fire station and are accurate. Inspect and test fire alarm receiver/recorder located in Fort McClellan fire station using manufacturers recommendations. The Contractor shall maintain a log book of each fire alarm system, the log shall contain, as a minimum date PM performed, any deficiencies noted, signature of person performing PM.

C.11.2 The Contractor shall install, maintain and repair electrical circuits, control panels and related equipment and components used to operate target mechanisms located on training ranges.

C.11.3 The Contractor shall maintain and repair various electrical appliances including floor buffers, vacuum cleaners and fans.

C.11.4 The Contractor shall repair electrical circuits, sensor cables, sensors, alarm and monitoring units and related equipment and components used to monitor for leaks in underground fuel storage tanks.

C.11.5 Scope: The Contractor shall maintain and repair all air conditioning, refrigeration and mechanical ventilation systems and all related equipment, components and controls. The Contractor shall inspect, schedule, install, repair, establish and perform all related services as necessary for the equipment maintenance and repair. The terms air conditioning, refrigeration systems and ventilation systems include such equipment, notwithstanding size and capacity.

C.11.5.1 Specific Tasks and Standards:

C.11.5.1.1 Equipment Operation: The Contractor shall provide operation and maintenance according to Technical Manuals and manufacturer's instructions listed in section.

C.11.5.1.2 Instruments and Control Systems: The Contractor shall maintain all instruments and control systems. Contractor shall insure control systems operate and function in such a manner so as to maintain the specified output of the mechanical system it controls. The Contractor shall calibrate systems every six months.

C.11.5.1.3 Air Conditioning and Ventilation Equipment: The Contractor shall maintain, repair and install air conditioning and ventilation equipment and maintain the required outputs as required by ASHRAE for each type of equipment. The Contractor's maintenance shall include procedures for ensuring that minimum air changes are maintained in accordance with ASHRAE requirements based on comparisons of the temperatures of the outside air, the return air and the mixed air.

C.11.5.1.3.1 Venting of Chloroflourocarbons (CFC) into the atmosphere while performing maintenance, repair or cannibalization is in violation of Public Law. At no time shall the Contractor knowingly vent or release CFC's from any refrigeration/air conditioning equipment. When servicing such equipment, all

CFC product shall be removed and captured for later return to equipment or disposal. The Contractor shall report all noted losses of CFC product to include suspected amount lost to the DEH Environmental Management Division within 15 minutes of release.

C.11.5.2 Facilities and Equipment:

C.11.5.2.1 Instrument and Control Systems: The control systems are either pneumatic, electric or electrical/electronic or a combination.

C.11.5.2.2 Cold Storage Facilities and Refrigeration Equipment: Cold storage facilities and refrigeration systems are reach-in or walk-in type coolers or freezers with associated direct expansion evaporators, reciprocating or hermetic compressors, interconnecting piping and outdoors or integral air cooled condensers.

C.11.5.2.3 Evaporative Coils (DX Type), Chilled Water Coils, Coolers: Evaporator coils are normally considered direct expansion or DX type which consists of piping, an expansion valve or similar devices. The coil may be duct-mounted or a fan could be mounted behind the coil to drive air through the coil. Cooler units are the normal cylindrical heat exchanger units used in HVAC or refrigeration work. Plate-type heat exchanger could also be used in cooler applications. Evaporators, chilled water coils and cooler are generally considered component assemblies of larger systems. These components units could be considered as separate system entities in themselves.

C.11.5.2.4 Air Cooled Condensers: Air cooled condensers are generally outdoor units, roof or ground mounted, and can be horizontal or vertical with single or multiple banks of coils, banks, and casings. Fan drives are constant, variable or intermittent cycle type with special screens and damper provisions added for cold weather operation. Normally, an air condenser is considered a major component assembly of a refrigeration or air conditioning system.

C.11.5.2.5 Combination Units: Combination units are generally outdoor units, ground, through-wall, or roof mounted, packaged in one enclosure, containing the components for providing both cooling and gas fired heating.

C.11.5.2.6 Window Units: Window units are generally outdoor units mounted in windows, containing the components for providing only cooling.

C-11.5.2.7 Heating, Ventilation and Air Conditioning (HVAC) Systems. Contractor investigation of HVAC problems during service calls shall be thorough and shall include all related systems and equipment necessary to assure correction of the problem and continuing proper operation of the HVAC system. The Contractor shall inspect, operate and maintain these systems and all components in a safe, efficient reliable operating condition consistent With manufacturers recommendations. All materials and equipment furnished shall be the same type, grade, quality and size as the original. The Contractor shall maintain a historical master log on all HVAC Systems to include gauge readings, stack temperatures and fluid levels. The Contractor shall also maintain a daily operation log on all HVAC Systems to annotate daily activity.

C-11.5.3 General Requirements For Heating, Ventilation Air Conditioning, And Refrigeration Equipment (HVAC&R). The Contractor shall provide maintenance, repair, and minor construction services for a variety of HVAC&R units (to include heating systems up to 10.5 MMBTU/HR and air conditioning and refrigeration equipment up to 600 tons) and their components. This work includes the maintenance, repair, and installation of all components, devices, equipment and associated systems, including but not limited to compressors, blowers, motors, drive assemblies, fans, service valves, dampers, condensers, cooling coils, piping, pumps, purge units, control systems and wiring, duct work, burner assemblies, combustion chambers, thermostats and temperature controls, registers, condensate and drip pans and drains, grills, evaporators, air filters, heat/air conditioning units, and all other items of equipment

essential to the proper operation of HVAC&R equipment and systems in accordance with the manufacturer's manuals.

C-11.5.4 Start-up/Shut-down of HVAC Systems

C-11.5.4.1 The Contractor shall perform start-up/shut-down and preservation of all HVAC systems within the CDP enclave. Normally, heating start-up and air conditioning shut-down shall be accomplished during the period November 15 to March 15, and air conditioning start-up and heating shut-down shall be accomplished during the period March 15 to November 15. The Contracting Officer will advise the Contractor of the specific date or dates when such services should begin to be accomplished. All work shall be completed within 3 calendar days of the specified start date for equipment in individual buildings or within 3 calendar days if services are ordered for all buildings at the same time.

C-11.5.4.2 During start-up, systems shall receive a thorough inspection to insure that all systems and components are operating as designed, as well as any specific checks and procedures which may be required by the manufacturer. Shut-down shall consist of system checks and preservation as required by the manufacturer, and an operational check to identify needed repairs that may be accomplished during the off season. Needed repairs which are within the scope of PM shall be accomplished by the Contractor as part of the start-up/shut-down. A report that work has been completed, including a list of needed repairs which are beyond the scope of PM, shall be provided to the Contracting Officer for each item of equipment within 2 working days after completion of the start-up or shut-down service.

C-11.5.5 Heating, Ventilating, and Air Conditioning (HVAC) and Refrigeration

The contractor shall maintain cooling towers, built-in refrigerators and freezers, drinking fountains, stand-alone ice machines, environmental chambers, other control environment equipment, ventilation systems, exhaust systems, air ducts and fittings. The contractor shall maintain and operate HVAC systems to provide temperature and humidity within design requirements established based on occupancy and activity within the space.

C-11.5.5.1 General Tasks The contractor shall operate, service, maintain, inspect, troubleshoot, repair and overhaul both the mechanical and electrical functions for the HVAC systems and equipment. The contractor shall analyze system problems using chart recorders, psychometric charts and test equipment. The contractor shall balance systems, adjust or calibrate pneumatic systems, adjust electric and electronic controls as specified by blueprints, drawings, and manufacturer's equipment manuals. The contractor shall replace, alter, and modify various sizes, types, and capacities of air-conditioning systems in response to changing requirements of the facility. The contractor shall perform routine inspections of the HVAC equipment and perform leak checks. The contractor shall repair, troubleshoot, and perform calibration adjustments and replacement of pneumatic, electric, and electronic and digital data control systems to ensure correct temperatures, -humidity, or pressure for proper operation and maximum efficiency of boilers, heating and air conditioning equipment, and systems. The contractor shall provide inspection and repair of back flow prevention devices on all heating and chilled water systems. The contractor shall maintain, repair, and replace as needed, temperature sensing, mixing and regulating valves, and equipment related to heating and chilled water systems.

C-11.5.5.2 Air Conditioning And Refrigeration The contractor shall maintain, repair, and overhaul air dryer systems, central air conditioning chillers, compressors, various types and capacities of package air conditioning units (water and air cooled), evaporator condensers, cooling towers, pumps, various types of water coolers, control air compressors, window units, food refrigerators, walk-in coolers and freezers, ice-makers, and their associated components. The contractor shall repair refrigerant leaks, dehydrate units, and charge systems with refrigerant. All refrigerants must be handled and recycled using EPA approved methods and equipment. Under no circumstances shall intentional venting of refrigerants be permitted. In addition, the contractor shall maintain an accurate, up-to-date MIS inventory of all refrigerants. The contractor shall clean condensers and replace expansion valves, cap tubes, compressors, coils, motors, and other related components. The contractor shall repair and replace interconnecting refrigerant and heating piping systems and their allied components and accessories. The

contractor shall maintain refrigerant pressure tubing connections so that they conform to ANSI 816.22. The contractor shall perform annual maintenance on centrifugal and reciprocating compressor systems in accordance with manufacturer's specifications.

C-11.5.5.3 Condenser Maintenance The contractor shall clean condenser tubes and water towers annually. The contractor shall analyze system problems using chart recorders, psychometric charts, and test equipment. The contractor shall balance systems, and adjust and calibrate pneumatic, electric, and electronic controls. Systems include individual capacities of up to 400 tons of air conditioning and refrigeration; including absorption, reciprocating and centrifugal systems.

C-11.5.5.4 Air Filter Replacement The contractor shall replace air filters associated with the heating, ventilating, and air conditioning equipment. The contractor shall provide the proper fiberglass, synthetic media, or high efficiency filters.

C-11.5.5.5 Heating Systems and Boilers The contractor shall maintain automatic firing steam and hot water boilers, humidity steam boilers, electric boilers, forced air gas furnaces, hot water heaters (gas, steam, and electric), oil and gas burners, electric heating elements, central air handling units, unit heaters, fan coil units, convectors, radiators, hot and chilled water circulating pumps, steam condensate pumps, and other related equipment and devices. The contractor shall maintain related heating equipment and systems, including fuel storage pumping and regulating systems, feed water systems, forced and induced draft fans, exhaust fans and their associated components. The contractor shall perform annual cleaning and inspection on boilers. The contractor shall thoroughly clean and inspect the boilers for deterioration and wear in accordance with OSHA Standard No. ANSL/ASME BPV-VII.

C-11.5.5.6 Control Air Distribution Systems The contractor shall maintain and repair low pressure control air distribution systems from the discharge of the control air dryers throughout the various shops, laboratories, office buildings, and other facilities. The contractor shall maintain all underground and building piping systems of various sizes and pressures up to 125 pounds per square inch gauge (PSIG). Regulators, air traps, separators, safety and relief valves, and other related components shall be maintained to withstand designed operating pressures.

C-11.5.5.7 Water Treatment The Contractor shall test and maintain proper water conditioning treatment in the steam, hot water and humidity boilers, heating and cooling systems, and designated cooling towers, used in HVAC systems in order to protect boilers, piping, and mechanical equipment and systems from rust, scale, algae, and corrosion. The contractor shall test all water softeners.

C-11.5.5.8 Ducting and Insulation The contractor shall provide sheet metal services to repair and replace as required, heating, ventilating, and air conditioning equipment and ducting of both rigid and flexible types. The contractor shall provide sheet metal services for exhaust ducting, hoods, expansion joints, vibration eliminators, balancing dampers, volume dampers, diffusers, registers, turning vanes, and various types of drain and drip pans. The contractor shall repair or fabricate, as necessary various configurations and transitional supply, return and exhaust ducting, hoods, panels, and other allied components associated with the heating, ventilating, and air conditioning systems. The contractor shall provide insulation services to remove and replace damaged or defective insulation on the HVAC and utilities piping systems. The contractor shall provide various types of thermal insulating material, including but not limited to: fiberglass, fiberglass board, blankets, blocks, wool, urethane foam, and cloth. The contractor shall fasten insulation securely with bands, wires, staples, duct pins, or other approved devices to ensure a firm tight vapor seal. The contractor shall apply insulating material to conform to the contour of the pipe, ducting, or other equipment being insulated. The contractor shall protect any thermal insulation exposed to moisture, high temperature, outside weather conditions, or other harsh environmental conditions with aluminum jacket, mastic coating, or other suitable material to protect the insulating material from damage or deterioration. All contractor ducting and insulation work shall be in accordance with ASHRAE standards, SMACNA requirements, and the Uniform Mechanical Code.

C-11.5.6 Maintenance of Specialty Equipment. The Contractor shall be responsible for maintenance of specialty equipment and associated equipment, to a standard that prevents deterioration beyond that which results from normal wear and tear. Contractor systems responsibility includes water softening, vents and exhaust fan, refrigeration (including lube and cleanliness), flushing of drain, defrosting of freezer, strainer, etc. The Contractor shall report, in a timely manner, all noted deficiencies or malfunctions not under his direct responsibility.

C-12.0 PIPING, PLUMBING, AND UTILITIES

C-12.1 General Requirements. The contractor shall maintain conventional plumbing, industrial pipes, shop air systems, control air systems, filtration systems, bottled gas, manifold systems, water distillation systems, water sterilizers, utility systems, storm drainage systems, high-pressure gas systems, propane systems, water distribution, gas distribution, sanitation systems, metering stations, pressure reducing stations, heat exchangers, steam ejectors, stills, autoclaves, expansion devices, vibration eliminators (pertinent to piping systems), filters, strainers, and valves. The contractor shall maintain piping, plumbing, and utilities to eliminate leaks, eliminate supply deficiencies, and eliminate system failures.

C-12.1.1 Valves The contractor shall maintain butterfly valves, ball valves, gate valves. The contractor shall exercise valves regularly as recommended by manufacturer data and code guidance to eliminate corrosion, build up, and turbulenculation so that the valves shall operate easily, close and open completely, seal completely, and operate as intended.

C-12.1.2 Pipe Covering and Insulation. The contractor shall cover and insulate all piping to eliminate failure due to extreme temperatures. This work shall include the application of various materials to piping, maintaining jackets on insulated piping, and maintaining identification medium on piping surfaces.

C-12.1.3 Miscellaneous The contractor shall perform tasks such as replacement, cleaning, relining, and installation of pipe and tubing, excavation and backfilling; backfilling so as to eliminate stressing of piping or conduits. The contractor shall develop and execute valve exercising schedules, and shall perform flow adjustments in accordance with flow control diagrams.

C-12.2 General Requirements For Plumbing. Plumbing work shall include maintenance and repair of the plumbing systems and fixtures of each Building. Plumbing systems and fixtures include, but are not limited to, sinks, toilets, basins, lavatories, bibcocks, showers, fire sprinkler systems, etc. When repaired, plumbing systems and fixtures shall be free flowing, in good, safe operating condition, free of leaks and drips. Domestic water lines shall be maintained from and include the service cut-off box or five feet beyond the outside of the Building to and including any tap or plumbing fixture. Waste and sewage lines (including all lines six inches in diameter and smaller) shall be maintained from a point five feet beyond the outside of the Building to and including any drain or plumbing fixture. Natural and propane gas lines shall be maintained from and including the cut-off valve at the pressure regulator and/or storage tank to and including the appliance, heater, or water heater connection. Plumbing maintenance shall be priced as a fixed price. Plumbing requirements outside the statement of work shall be performed on a time and material basis. All work shall meet the workmanship and material requirements of the American National Standards Institute A40.8-55, National Plumbing Code, and other applicable standards.

C-12.2.1 Clean-up/Restoration. The Contractor shall mop up, vacuum, or otherwise remove water resulting from overflowing fixtures, leaks, clogged drains, etc. as part of the repair. Walls, ceilings, and other structures, paved areas such as sidewalks and roads, grassed areas, etc. which are damaged by and/or removed to gain access to leaks, clogs, or other defects shall be restored by the Contractor to original condition.

C-12.2.2 Plumbing Fixtures. All sinks, toilets, basins, lavatories, hose bibs, etc., shall be maintained to drain freely and be free of chips, cracks or excessive discoloration. From the standpoint of energy conservation, all plumbing systems, fixtures, devices, and appurtenances shall be maintained free of leaks and drips, and properly adjusted to use the minimum quantity of water consistent with proper performance and cleaning. Under peak demand conditions, provided the minimum Building water supply static pressure is available, a minimum flow pressure at all points of discharge of plumbing fixtures, devices, and appurtenances shall be maintained with sufficient volume and at pressures adequate to enable them to function properly and without undue noise under normal conditions of use. Minimum water flow pressure at all points of discharge shall conform with ANSI A40.8-55 National Plumbing Code standards.

C-12.2.3 Water Heaters. Water heaters shall be repaired or replaced as required to provide hot water at least 140°F, without leaks. Controls, control devices, and safety devices shall operate safely and properly. Water heater insulation jackets (3 inch minimum thickness) shall be installed on all replacement water heaters and on existing units when excessively worn, damaged, or missing.

C-12.3 General Requirements For Electrical.

C-12.3.1 Electrical work shall include maintenance and repair of electrical systems up to 600 volts beginning at the utility step-down transformer. The Contractor shall be responsible for these systems beginning at the Building/structure Service Equipment connections. All electrical equipment including service equipment, power distribution switchboards and panel boards, protective devices, transformers, feeders and branch circuit wiring, raceways, motors, motor circuits, motor controllers and motor control centers, electronic equipment and wiring, lighting systems, emergency power and lighting systems, wiring devices, portable tools and equipment and other types of utilization equipment, shall be maintained free of hazards to life and property and in a efficient, operational and usable condition. All electrical equipment, components and associated devices shall be free of defects, and maintained with a pleasing appearance at all times. Receptacles and breakers with ground fault sensors shall be capable of properly detecting faults. All workmanship and materials shall conform to the National Fire Protection Association (NFPA) Code.

C-12.3.2 The Contractor shall maintain electrical equipment, distribution panel, connections, grounds, outlets, switches, wiring, lighting fixtures, etc. in a safe, operational and useable condition. Cracked or broken receptacles, switch face plates, light fixture lenses/gloves shall be replaced with like items of the same color / appearance. All exterior lighting on common hallways, and exterior stairways shall also be repaired and/or replaced, including light bulb replacement. Maintenance of lamps, appliances, and cords owned by individuals is not the responsibility of the Contractor. Workmanship and materials shall conform to the National Fire Protection Association (NFPA) Code.

C-12.3.3 Damaged/deteriorated telephone wiring shall be repaired/replaced from the demarcation point established by the telephone company throughout the structure to, and including, telephone jacks. Cracked, missing, or inoperative plug-in or screw connected telephone jacks shall be replaced.

C-12.4 General Requirements For Painting. Painting shall include both the interior and exterior of all types of surfaces on buildings and miscellaneous structures, as well as the painting of other miscellaneous items such as signs, guard posts and rails, parking bumpers, etc.

C-12.4.1 Protection of Areas. All furnishings, equipment, floor coverings, and other surfaces which are not to be painted shall be carefully moved, covered, or otherwise protected prior to painting. Items such as hardware, hardware accessories, machined surfaces, blinds, curtains, plates, light fixtures, and similar items in contact with painted surfaces shall be removed, masked, or otherwise protected prior to surface preparation. After painting, the Contractor shall remove paint, both old and new paint from surfaces not to be painted and restore to original condition. All removed items shall be repositioned and furnishings and other property returned to their original position. Painted items such as windows, doors, and cabinets shall operate smoothly without binding. The Contractor shall be responsible for the cost of repairing any damage caused to Government or personal property.

C-12.4.2 Surface Preparation. Surfaces to be painted shall be cleaned to remove all dirt, dust, rust, scale, splinters, mildew, chalked paint, loose particles, disintegrated coatings, grease, oil, and other deleterious substances. Sanding, wire brushing, washing, and chemical treatments shall be used as necessary to properly prepare the surface for painting, except that water shall not be used on unpainted wood. All scratches, nicks, cracks, gouges, spalls, alligatoring, and irregularities due to partial peeling of previous paint shall be repaired, sanded, spackled, caulked, or otherwise treated to render such defects practically imperceptible. Caulking and other compounds shall be allowed to cure for the times stated in the manufacturer's literature prior to painting. Existing enamel and other glossy surfaces shall be sanded. All new work, surfaces bared by surface preparation, and exposed nails and other ferrous metals shall be primed.

C-12.4.3 Airless Sprayers. Application of paint by airless spray shall be accomplished only by firms and persons experienced in the use of this type of equipment. At least 15 calendar days prior to application of paint by airless spray, the Contractor shall submit data for the approval of the Contracting Officer demonstrating that the proposed applicators have successfully applied paint with airless spray equipment. The data shall include the names and locations of at least two locations where the applicators referred to above, have used the airless spray method for applying paint. The Contractor shall indicate the type and design of the airless spray equipment and certify that this method of applying paint has been performed satisfactorily. All equipment shall be in good condition and operated in accordance with the manufacturer's instructions.

C-12.4.4 Workmanship. Paint shall be carefully applied with good, clean brushes, rollers, or approved airless sprayers to provide smooth finished surfaces free from runs, drops, ridges, waves, laps, brush marks, variations in color, or other defects. Two coats shall be applied to all new surfaces, or surfaces bared by surface preparation, and as required to completely cover stains and marks. First coats shall be thoroughly dry prior to application of second coats, and there shall be an easily perceptible difference in shades of successive coats. Each coat shall be of sufficient thickness to completely cover the preceding coat or surface.

C-12.4.4.1 Wood Surfaces. Wood to be painted shall have an instrument-measured moisture content no greater than 12 percent. Prior to application of paint, knots and resinous wood shall be treated with knot sealer. Cracks and small holes shall be puttied after the printing coat has been applied and has dried properly. Sandpapering, when required, shall be accomplished after the undercoats are dry. Wood doors, windows, frames, and trim shall be prime coated immediately following delivery to the job site. Wood trim for exterior exposures shall be primed on all surfaces. Rabbets shall be primed prior to glazing.

C-12.4.4.2 Wallboard. All joints, cracks, holes, indentations and other surface defects shall be repaired with patching plaster, filled out flush and smooth and sanded prior to painting. All stains and soiled areas shall be sealed prior to painting to prevent any bleed-through.

C-12.4.4.3 Metal Surfaces.

C-12.4.4.3.1 Zinc-coated surfaces to be painted shall be cleaned with mineral spirits and wiped dry with clean, dry cloths.

C-12.4.4.3.2 Aluminum surfaces to be painted shall be solvent cleaned.

C-12.4.4.3.3 Ferrous surfaces to be painted shall be solvent cleaned to remove oil and grease and then mechanically cleaned by powered wire brushing or surface blasting to remove rust, mill scale and other foreign substances. Minor amounts of residual rust that cannot be removed except by thorough blast-cleaning will be allowed to remain.

C-12.4.4.3.4 Immediately after being cleaned, metal surfaces (including aluminum, brass, copper, zinc-coated surfaces and unprimed steel and iron surfaces) to be painted shall be given one coat of

pretreatment coating applied to a dry film thickness of 0.3 to 0.5 mil. Primer paint shall be applied over the pretreatment coating as soon as practicable after the coating has dried.

C-12.4.5 Interior and exterior painting. This painting shall include all work necessary for a finished job, including windows, doors, frames, trim, molding, shutters, gutters, downspouts and appurtenances comprising an integral part of the facility or structure. Major painting will be accomplished by work request. This definition does not relieve the Contractor of any responsibilities for items which are within the scope of this contract.

C-12.5 Roofing/Ceiling Maintenance Contractor shall provide all labor, services and materials to address roofing/ceiling maintenance, preventive maintenance or replacement requirements. Contractor is to be familiar with all regulatory guidance including environmental regulations and related State and local requirements addressing roofing/ceiling services.

C-13.0 ELEVATOR MAINTENANCE

C.13.1 Scope Of Work: This specification covers scheduled inspections, maintenance and repair,, as well as routine and emergency call backs to effect repairs to the elevator located in Bldg 1081.

C.13.1.1 Contractor Responsibilities: The Contractor shall provide all labor parts, equipment, material, supplies and appliances necessary for maintenance inspections, repair and routine and emergency services to maintain operation of the elevator located in Bldg 1081 (Sibert Hall) in strict accordance with all federal, state and local regulations. Contractor shall provide sufficient personnel with not less than two years experience in inspection, maintenance and repair of elevators of the type and rating within the CDP enclave. Helpers and apprentices will be permitted to work under the direct supervision of journeyman mechanic. Welders and performing work on this contract shall be certified and the Contractor shall submit a listing of welders by name and code marking to the Contracting Officer within ten days of contract award.

C.13.1.2 Property Damage: The Contractor shall exercise care to avoid damaging buildings and equipment. The Contractor shall repair any damage and repair or replace any equipment damaged or destroyed in the execution of this contract, to original or better condition, as directed by the Contracting Officer, at no additional cost to the-Government.

C.13.1.3 Safety Regulations: The employees of the Contractor shall abide by all Federal and all other applicable regulations regarding safety.

C.13.2 Specific Tasks To Be Performed: The Contractor shall perform all inspections, testing, maintenance and repair in accordance with all applicable mandatory publications and manufacturer's recommendations for the types of equipment being serviced.

C.13.3 PERSONNEL Designation: The Contractor shall furnish the name and telephone number of the Contractor's Representative and the names and telephone numbers of personnel designated for response to emergency calls at the time of contract award. All changes in these personnel or their telephone numbers shall be reported to the Contracting Officer immediately upon occurrence.

C.13.4 Work Schedule: The Contractor shall schedule all work, other than emergency calls, for performance during periods that will minimize disruption of equipment use.

C-13.4.1 The Contractor shall prepare and submit to the Contracting Officer, not later than ten days following contract award, a schedule showing the proposed dates for accomplishing all monthly, quarterly and semi-annual inspections required during the period this contract. Changes or deviations from this schedule shall be reported to the Contracting Officer prior to implementation.

C-13.5 Emergency Calls: The Contractor shall respond to emergency calls within one hour of notification and shall accomplish all maintenance required to correct emergency condition within 4 hours. If circumstances preclude completion of the required work within the 4 hour limitation for an emergency call, the Contractor shall notify the Contracting Officer or his representative of the status of job completion prior to leaving the job site.

C-13.6 Routine Calls: The Contractor shall respond to routine calls for all equipment and perform all maintenance required during the working day following notification.

C-13.7 Inspection, Maintenance And Repair: The Contractor shall schedule and conduct inspections and perform maintenance and repair as needed on the elevator located in Bldg 1081.

C-13.8 Reports: The Contractor shall submit a written recapitulation of all work performed including scheduled inspections, and routine and emergency calls, by building and elevator number, for each day work is performed, to the Engineer Plans & Services Branch, Directorate of Engineering and Housing. These reports shall be delivered not later than 8:30 a.m. on the day following work accomplishment. Submission of the work listed on the report has been accomplished in strict accordance with all provisions of the contract.

C-13.8.1 The Contractor shall respond in writing to the Contracting Officer, to all Contract Discrepancy Reports (CDR's), within 5 days of issuance by the Contracting Officer. The Contractor's response shall include the corrective action taken to rectify the problem and the proposed measure to preclude recurrence of the problem.

C-14.0 ELECTRICAL/UTILITIES

C-14.1 Electrical The contractor shall be responsible for total implementation of all electrical power required for the CDP enclave, from originating source to support operations within. The contractor shall maintain electrical equipment within the CDP enclave, this includes, but is not limited to, switchgear, breakers, transformers, motors, generators, large banks of batteries, uninterruptable power supply systems, control equipment and instruments associated with electrical power distribution, primary substations, etc. The contractor shall maintain electrical equipment so as to eliminate electrical distribution failures and power fluctuations, in conjunction with originating source. All activities shall be conducted in accord with applicable sections of the National Electric Code and other guidance as cited herein.

C-14.2 Primary Substations The contractor shall maintain primary substations. This includes: a) Substations involving voltage levels of 34-5 kilovolts (KV), 12 KV, and 4,16 KV lines to point of attachment to incoming overhead lines. b) All primary substation equipment such as cutouts, disconnect switches, air switches, air and oil circuit breakers, current and potential instrument transformers and associated metering and control devices. c) Oil-filled and dry type transformers, grounding and lightning protection systems, and associated bus work and cables. d) Overhead primary servicing lines to the point of service connection on the poles feeding the substations.

C-14.3 Secondary Equipment The contractor shall maintain secondary equipment involving voltages of 600 volts and below at nominal voltage levels of 480, 277, 208, and 120 single and three phase, at 60 hertz. This includes equipment consisting of substation secondary gear involving air circuit breakers, current and potential instrument transformers, fuses, meters, recorders, relays, contactors, magnetic starters, bus ducts, cables, groundings, ground fault systems, and feeders.

C-14.4 Power and Lighting The contractor shall maintain power and lighting distribution systems including circuit breakers, switches, panels, receptacles, lighting fixtures, dimmers, contactors, motors, built-in appliances, emergency lighting systems, static grounding systems, obstruction lighting, relamping, fusing, conduits, and conductors.

C-14.5 Emergency The contractor shall maintain standby power generating plants including transformers, circuit breakers, natural gas or diesel engine driven generators, associated control systems, batteries, chargers, gas supply line regulators, valves, controls, distribution systems with associated switchgear, oil-fused cutouts, and unit load centers. The contractor shall operate these systems on request at any time and shall maintain uninterruptable power systems (UPS).

C-14.6 Motor Generators The contractor shall maintain 400 hertz generating equipment and associated control systems including transformers, circuit breakers, receptacles, distribution panels, transfer and control equipment, feeder and branch circuit conductors, conduits, and supply cords.

C-14.7 Miscellaneous The contractor shall maintain miscellaneous equipment, including parts, such as motors, generators, coils, pumps, solenoid valves, thermostats, controllers, regulators, compressors, air conditioners, evaporative coolers, heaters, all back-up power generators, boiler plant, industrial heating, sewage plant, diesel and gasoline dispensing and gas-burning equipment. Also equipment such as drinking fountains, cathodic protection systems, cooling towers, duct banks, under ground conduits, conduits, vaults, and pull boxes.

C-14.8 Unique Utilities The contractor shall maintain all unique power; fuel; cryogenic; and HVAC systems provided for computers, telephone and visual communication equipment, data links, radar equipment, and test facilities. The contractor shall request, in writing, clarification from the COTR when a definition of collateral versus noncollateral equipment is required concerning unique power sources. Ten days prior to performing work on unique power sources or related equipment, the contractor shall submit to the COTR for approval written procedures and time schedules that clearly indicate the maintenance to be performed - This notification is in addition to any notifications required for utility outages. The work shall be subject to strict written approval by the COTR and the user/owner of the equipment to be serviced. The contractor shall immediately inform the COTR and user/owner of any change to the approved maintenance work scope or schedule.

C-14.9 Specific Electrical Maintenance:

C-14.9.1 Breakers: Drawout circuit breakers shall be maintained once every six (6) months. The contractor shall perform a scheduled maintenance outage to accomplish this task. Each breaker shall be cleaned and dusted. The contractor shall check the general condition of the mechanism and, at a minimum:

- Check tightness of all hardware
- Replace all broken or missing cotter pins
- Clean and tighten all electrical connections
- Check trigger and latch for proper engagement, spring, tension, cleanliness, and lubrication
- Check auxiliary switch linkage and contacts
- Check relay or contactor connections, contacts, coils and moving parts
- Lubricate pins and bearings
- Check to ensure that at least 75% of the contactor surface is conducting. The contractor shall, correct the above items as well as placing a light amount of contact grease on contact surfaces.

C-14.9.2 Oil Every six (6) months, the contractor shall take oil samples from all 12KV and larger oil-filled switches, transformers and breakers. The contractor shall maintain circuit breaker oil according to the manufacturer's specifications.

C-14.9.3 Transformers The contractor shall inspect and perform preventive maintenance on all transformers annually. Maintenance shall include:

Check all ground connections and tighten or complete connections to maintain continuity
Check all high and low voltage terminations for proper torque and tighten (as necessary) to specified torque

Inspect high voltage bushings for evidence of tracking; clean bushings, and wipe them down with silicone grease
Check for oil leaks
Check oil fluid levels and refill as needed

C-14.9.4 Substation Relays The contractor shall calibrate all relays requiring calibration annually. Calibration will be accomplished by a certified calibration technician with at least five (5) years of documented field experience. Other general relays shall be cleaned and adjusted annually and when contact wear is found to be excessive the contractor shall replace the contacts.

C-14.9.5 Meter Reading of Kilowatt Hour meters There are approximately 25 meters at CDP which the contractor shall read monthly. Each reading shall be recorded on a contractor developed and COTR approved form. The form shall contain such items as kilowatt hours, peak demand, meter serial number, meter type, last calibration, date, time, general condition, turns ratio of current transformers (CT), multiplying factor, and meter reader's name. Where voltage and current meters; are connected to the same line, the contractor shall read and record both voltage and current.

Meters at pad mounted transformers:
500 Complex (Bldg 500 - Bldg 505)(2 meters)
Bldg 1081 (Sibert Hall)(3 meters)
CDTF Complex (Bldg 4479 - Bldg 4487)(2 meters)

Facilities with meters on the building itself or near the building:
Bldg 300 and Bldg 900 (1 meter each)
Bldg 303 (2 meters)

Facilities equipped with meters:

Bldg 934	Bldg 935	Bldg 936	Bldg 937
Bldg 938	Bldg 939	Bldg 940	Bldg 941
Bldg 942	Bldg 943	Bldg 944	Bldg 945
Bldg 946	Bldg 947		

C-14.9.6 Buss Bars and Copper Works The contractor shall inspect all bus bars at the mechanical connecting joints by thermographic and mechanical means. The contractor shall take corrective measures (i.e. cleaning surfaces and installing new bolts) immediately if the joint is loose or producing abnormal heat.

C-14.9.7 Uninterruptable Power Supply (UPS) The contractor shall maintain all fixed mounted UPS systems. Contractor maintenance shall be performed by a qualified service technician with a minimum of five (5) years experience with UPS systems. The technician shall have completed a minimum of 40 hours of UPS maintenance training. The contractor shall inspect the UPS system every six (6) months. The inspection shall include inspecting and measuring voltage and current output, current and voltage harmonic content, harmonic content of the ground and neutral currents, noise levels, static switch operation, switch closing time, battery bank current, and voltage output. The contractor shall test all items under a simulated emergency. After the test, the contractor shall submit a written report to the COTR. The contractor shall, at a minimum, visually inspect each UPS system battery for proper battery fluid level, leaks, cracks, deterioration, and test for specific gravity and voltage output. The contractor shall maintain an MIS file of all UPS inspection and test results.

C-14.10 Mechanical The contractor shall maintain mechanical items such as mechanical aspects of electrical machinery, compressors of all types, large valves, pumps, hydraulic pumps, hydraulic systems, vibration eliminators, fume hoods, centrifuges, and the more conventional equipment utilized in the facility. The contractor shall maintain mechanical equipment to eliminate mechanical system failures and to prolong service life of the equipment.

C-14.11 Conventional The contractor shall maintain heaters; tanks; insulation;

duct and pipe coverings; of pipes, centrifugal compressors; rotary compressors; reciprocating compressors; pneumatic, electric, and DDC controls; centrifugal pumps; gear and ' piston-type pumps; water pumps; vacuum pumps; heat exchangers; and cooling towers; all types of hydraulic systems; roll up doors.

C-14.12 Miscellaneous The contractor shall perform tasks that will include a wide variety of work such as setting, aligning, assembling, disassembling, overhauling, major servicing, and diagnosis of trouble. The contractor shall perform these tasks on heavy duty, conventional machinery and equipment (e.g., bearings, shafts, journals, seals). The contractor shall install shafts, align couplings and mesh gears in gear boxes, dismantle the equipment, examine for wear, lubricate parts, and replace worn parts. The contractor shall scrape, shim, and adjust components for proper operation.

C-15.0 MAINTENANCE AND REPAIR OF LAUNDRY EQUIPMENT/ APPLIANCES

C-15.1 Appliances. The Contractor shall maintain all Government owned appliances in good operating condition. The Contractor shall requisition replacements (at government expense) through the Contracting Officer. Replacements shall match the existing appliance in type, size, capacity, color and quality. New appliances shall be properly stored, adequately protected and carefully handled to prevent damage before and during installation.

C-15.2 Scope: The Contractor shall furnish, maintain, repair and install all laundry equipment to include washers, dryers, and components to support the entire CDP enclave.

C-15.3 Provide Daily Repairs to All Lodging Facilities. The Contractor will provide daily repairs and preventive maintenance to all dormitories and all CDP Facility washers and dryers. The work will normally be accomplished between 7:30 a.m. and 4:30 p.m. Monday through Friday (excluding Federal holidays).

C-15.4 Specific Tasks and Standards:

C-15.4.1 The Contractor shall inspect, install, repair and maintain all laundry equipment IAW applicable publications and regulations.

C-15.4.2 The Contractor shall schedule and provide on-site user training IAW manufacturer's recommendations.

C-16.0 REPAIR OF FOOD SERVICE EQUIPMENT

C-16.1 Scope: The Contractor shall inspect, repair or replace at the discretion of the Contracting Officer all food service and related equipment supporting the preparation, processing, serving, storage and disposal of foods to include garbage disposals, dish washing machines and ventilating equipment and hoods.

C-16.2 Specific Tasks and Standards:

C-16.2.1 The Contractor shall repair or replace at the discretion of the Contracting Officer all food service and related equipment IAW applicable publications and regulations.

C-16.2.2 Repair Limits and Criteria: The Contractor shall notify the COTR in writing when any food service equipment becomes unserviceable. Substantiating data (written results of the technical inspection) to support the recommended repair or replacement shall be included showing cost benefit analysis to the Government. The Contracting Officer will make the final determination whether to repair or replace the unserviceable equipment.

C-16.2.3 Power, Water and Sewer Connections: The Contractor shall maintain in conjunction with food service equipment, the following:

- Electrical Power Supplies
- Sewer Lines
- Gas service
- Water supply

C-16.2.4 Installation and Removal of Food Service Equipment: The Contractor shall perform the following installation and removal functions:

C-16.2.4.1 Conduct a study of the kitchens and operating schedules before making alterations or installing equipment. Locate equipment for the most efficient operation and ensure that the new equipment has the correct utilities characteristics for available circuits. Contracting Officer approval is required prior to installation of equipment.

C-16.2.4.2 Assemble new equipment according to the manufacturer's instructions for preparation and installation.

C-16.2.4.3 Install new food service equipment IAW applicable regulations.

C-16.2.4.4 Perform start-up inspection and services before new, reconditioned or inactive food service equipment is placed in service.

C-16.2.4.5 Perform shut-down services as necessary to protect equipment that is to be inactivated or placed on standby use and to conserve materials. Inspect and service equipment to ensure it is properly secure, protected against deterioration and is in stand-by condition.

C-16.2.4.6 Training: The Contractor shall provide to food service equipment users, familiarization and operation orientation as directed by the Contracting Officer. The Contractor shall instruct equipment users in energy conservation and in the operator maintenance of food service and related food service equipment. Training shall be conducted an estimated twenty times per year at a duration of approximately one hour per class.

C-16.2.5 Administration and Work Coordination: The Contractor shall perform the following administration and work coordination:

C-16.2.5.1 Meet weekly, or as otherwise directed by the Contracting Officer, with other activity personnel responsible for food service/dining activities to schedule and coordinate work.

C-16.2.5.2 Attend monthly scheduled Menu Board meetings in order to become aware of the concerns and requirements of food service personnel. The meeting is of 1-2 hour duration.

C-16.3 Provide Maintenance and Repairs to Dining Hall.

C-16.3.1 The Contractor shall inspect, maintain, and repair all Government-owned and operator-owned commercial kitchen/cafeteria equipment/appliances, food preparation and galley equipment, refrigeration, units/systems, and other related specialty equipment, accessories/attachments used for the performance of this contract. All appliances, specialty equipment and associated equipment, and accessories / attachments shall be maintained in accordance with the manufacturer's recommendations.

C-16.3.2 Maintenance and repairs shall assure the equipment is operating safely and efficiently, has a pleasing appearance and will function with design intent. This equipment includes walk-in and reach-in coolers, chill boxes, freezers, under counter refrigeration units, refrigerated display cases, ice machines, water coolers, serving lines and associated equipment, hot and cold food counters, cooking/baking/roasting equipment deep fat fryers, grills, warming cabinets, steam cookers and kettles, food preparation equipment, pots & pans washing machines, dish washing machines, garbage dispose

and associated equipment salad bars and associated equipment, deli and sandwich lines equipment, ice and drinks dispensers, coffee makers, mixers, toasters, food slicers/cutters/choppers/grinders, condiment stands and equipment, utility roll around carts/racks, worktables, cup/glass/dish/tray/utensils dispensers, dining rooms tables and chairs, office furnishing and equipment, etc.

C-16.3.3 Paint, primers, thinners, and other similar materials used in and around food preparation, food serving, and dining areas shall be approved by the manufacturer, for the specific application. The Contractor shall certify on all submittals that the materials to be used in these areas are approved for the application and conform to Food and Drug Administration standards.

C-16.4 Fire Protection and Safety: The Contractor shall perform the following fire protection and safety enforcement functions:

C-16.4.1 Install cooking equipment IAW NFPA Standard 96.

C-16.4.2 Ensure that deep fat fryers conform with NFPA Standard 96.

C-16.4.3 Fire Protection Systems The contractor shall perform all maintenance, inspection, and testing as required for all fire protection equipment located on CDP Facility. This includes fire alarm monitoring systems, fire water systems, fire sprinkler systems (wet pipe and dry pipe), deluge systems, dry chemical systems, carbon dioxide systems, fire hydrants, post indicator valves, fire water pipes, fire hoses, fire water tanks, fire water pumps, all associated fire lines that interconnect the systems, a central station, coded devices, smoke detectors, bells, lights, horns, water, gongs, pull boxes, control panels, interior and exterior building components, fire walls, fire stops, portable fire extinguishers. The contractor shall maintain, service, repair, and test the fire reporting and fire suppression systems to ensure proper operation and eliminate false alarms.

C-16.4.4 General Requirements for Fire Protection. The Contractor shall perform monthly visual inspections of all fire alarm and fire suppression systems within all CDP enclave facilities, including sprinkler and dry chemical systems. Any discrepancies found during the visual inspections shall be reported immediately to the Contracting Officer. In addition, the Contractor shall prepare and submit a monthly fire protection system "visual inspection report" to the Contracting Officer annotating discrepancies found during the monthly visual inspection and the current conditions of all fire protection systems within these facilities. The Contractor shall perform routine maintenance, cleaning, and repair of fire sensors.

C-16.4.5 Fire Prevention Qualified Personnel For all work on fire protection systems, the contractor or the contractor's subcontractor shall be licensed by the State of Alabama to perform work on that system. Prior to commencing work, the contractor shall submit written verification of licensing by the State of Alabama. A qualified technician shall be present and in responsible charge during all inspections, testing, and any authorized maintenance.

C-16.4.5.1 Fire Alarm Technician Any technician to be assigned to fire alarm systems shall be qualified before performing work. The contractor shall submit to the COTR written verification of qualification for each fire alarm technician. A qualified fire alarm technician is a technician who has met both of the following requirements: attended one or more fire alarm equipment manufacturers maintenance /service schools applicable to fire alarm equipment on CDP and has a minimum five (5) years experience as a journeyman electrician. Fire Sprinkler Technician Any technician to be assigned to fire extinguishing systems shall be qualified before performing work. The contractor shall submit to the COTR written verification of qualification for each technician. A qualified technician must meet the following: is a qualified journeymen fire sprinkler fitter and has a minimum of three (3) years experience in the inspection, testing and maintenance of fire sprinkler systems.

C-16.4.6 Fire Alarm Systems The contractor shall inspect, test and maintain fire alarm systems according to the latest NFPA codes for the type of system installed. The contractor shall acquire manufacturer's catalog cuts on all equipment installed, assemble internal wiring diagrams

showing points of connection terminal points, wiring color code and/or tag notation, and acquire manufacture's instructions for trouble shooting the systems in the event of malfunction.

C-16.4.6.1 Inspections. All equipment shall be visually inspected to insure that the systems have not been damaged, that the batteries are clean and free of corrosion and that any detector, heat and/or smoke, is clean and free of any dust, lint, paint, or substance which may effect it's proper operation. The fire alarm control panel connections and wiring terminals shall be checked to insure that all points are correctly installed and that none are loose, stripped or frayed.

C-16.4.6.2 Modifications. All modifications shall be approved and/or tested and accepted by the COTR and shall be inspected and tested by the contractor to insure compliance with the appropriate NFPA standards as well as compatibility with the existing fire alarm equipment.

C-16.4.6.3 Testing.. The contractor shall notify the Safety, Health and Medical Services Office and the CDP Security Office before any tests are conducted and shall coordinate with the local area Fire Department. This requirement is also for evacuation drills. Any operational tests shall include the signaling of the evacuation devices and transmission of the alarm to the central security station (Post One) and the Air Force Fire Department minimum of once per test. As a minimum testing shall include, but not be limited to, the following items and criteria:

<u>Device</u>	<u>Frequency</u>	<u>Test</u>
Manual Pull Stations	once every six months	Functional test
Thermal Detectors		
Fixed Temp (nonrestorable)	once every year	Test circuit shorting contacts or circuit.
Rate of Rise or Fixed Temp (restorable)	once every six months	Test circuit by shorting contacts or circuit.
Line Type	once every six months	Test each independent line by shorting contacts or circuit.
Smoke Detectors - all types	once every six months	Operational test with test gas
	once every year	Calibration test
Optical Detectors	once every six months	Vacuum cleaning of detection chamber
Water Flow Switches	once every three months	Test in accordance with manufacture's instructions
Supervisory Switches	once every three months	Functional test.
Fire Alarm Control Panels	once every year	Functionally test all fire alarm control panel operations, including battery standby. Functionally test all supervisory features by breaking the circuit once on each zone at the actuating devices, for Class A systems once on each signalling circuit too verify proper operation during system trouble. Verify that the alarm and supervisory signals are received by the Air Force Fire Department and the Central Station and that the supervisory panels operate as intended.
Transmitters, Interface	once every year	Test per manufactures instructions.
Panels, and Transponders		
Wiring Terminals	once per year	check for loose connections, frayed wiring,

Alarm Zones	once every year	corrosion, and improper splices. Functionally test each individual alarm zone twice.
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C-16.4.7 Test Equipment - The contractor shall provide all equipment, materials, and instruments required for the thorough testing of the systems.

These items shall include but not be limited to, the following:

- Ionization type smoke detector test gas.
- Photoelectric type smoke detector smoldering fire source.
- Ionization detector sensitivity and alarm threshold test device.
- Heat producing device suitable for testing all types of thermal detectors.
- Electrical test equipment including multi-meters.
- Where radio fire alarm system are in use: frequency counters, standing wave bridge meter.
- Explosion proof equipment such as lights and test equipment for work in hazardous areas.

C-16.4.8 Materials and Equipment - Materials and equipment furnished shall be of the same manufacturer as the existing equipment and shall be Underwriters Laboratory (UL) listed or Factory Mutual (FM) approved for the specific fire alarm system service. All circuits shall contain a separate grounding conductor with green colored insulation.

C-16.4.9 Automatic Sprinkler Systems And Other Suppression Systems The contractor shall perform inspection, testing and maintenance of fire sprinkler systems, deluge systems, dry chemical systems, halon systems, and carbon dioxide systems per the latest NFPA codes. The contractor shall acquire manufacturer's catalog cuts on all equipment installed, assemble internal diagrams showing points of connection points, terminal points, and acquire manufacture's instructions for trouble shooting the systems in the event of malfunction. In addition to the operating and maintenance manuals, the contractor shall obtain a complete materials list of the systems including the manufacturer and the local supplier of the system.

C-16.4.9.1 Inspections The contractor shall develop and maintain a log of the inspections and tests performed. This log shall indicate at a minimum: date tested; building number; name of facility; type of system or area covered by the system tested; and type of devices actuated. This log shall also indicate any modifications which have been performed since the last inspection and the maintenance and/or repairs required, if any, to return the system(s) to a working condition. The contractor shall conduct inspections according to NFPA code requirements, recommendations, and specifications. The contractor shall visually inspect the existing installation to ensure that the systems have not been damaged, that all valves are in working order, the sprinklers are free of dust, lint, paint, etc. which may effect it's proper operation. Any deficiencies noted such as in incorrect arrangement or inadequate coverage shall be reported to the COTR.

C-16.4.9.2 Modifications The contractor shall inspect all modifications to ensure compliance with NFPA codes.

C-16.4.9.3 Testing The contractor shall conduct testing according to the requirements and recommendations of NFPA codes and the fire equipment manufacturer's recommendations. The contractor shall notify the CDP Security Office in writing three (3) days prior to testing. The contractor shall coordinate all tests with the local area fire department. As a minimum testing shall include, but not be limited to, the following items and criteria:

<u>Device</u>	<u>Frequency</u>	<u>Test</u>
System Valves	Quarterly	One complete operation cycle with verification of operation and supervisory switch.
P.I. Valves	Monthly Quarterly	Visually inspect for open valve. One complete operation cycle,

Fire Dept Conn.,	Monthly	verify target, and valve operation. Visually Inspect caps, thread and, for foreign objects and leaks.
Water Supply	Monthly	Visually Inspect gauge(s) for normal pressure.
Water Flow Devices	Quarterly	Verify alarm signal, operation of exterior alarm by operation of inspectors test valve.
System Drain	Quarterly	Perform system drain test and record pressure readings, verifying.
Piping Inspection	Annual	Inspect piping, hangars and sprinkler coverage.

Required Methods for Testing Fire Sprinkler Systems:

- Operate all control valves, test valves, drain valves etc, to insure proper operation and that all valves reseal themselves properly. Check that rising stem valves do in fact operate their valves.
- Check water pressure gauges on alarm check valves for holding (higher) system pressure above alarm valve.
- Flush all System strainers, verify that all system water motor gongs operate, verify that operation of the inspector's test valve causes actuation of the system pressure switches and their related functions i.e. building alarm, notification of station fire department.
- Perform System drain tests by fully opening the 2 inch drain and note and record the pressure drop on the water supply gauge. When so equipped, check operation of the system alarm check valves by noting pressure gauge readings above and below the alarm checked. Inspect all system piping, check for missing or damaged hangers, bent piping, obstructed sprinkler heads and areas where sprinkler coverage is lacking.

C-16.4.9.4 Test Equipment The Contractor shall provide all equipment, materials, and instruments required for thorough testing of systems.

C-16.4.9.5 Materials and Equipment. Materials and equipment furnished shall be of the same manufacturer as the existing equipment and shall be UL listed and/or FM approved.

C-16.4.9.6 Fire Water. Three (3) days prior to shutting off of any fire protection valve, the contractor shall notify the COTR, the CDP Safety, Health, and Medical Services Office, and the local area Fire Department, of the location of the valve and of the expected duration of the shut off. The COTR must approve the shut-off of any system that will remain off for more than 8 hours or during an overnight period.

C-16.4.9.7 Emergency Repairs The contractor shall, upon notification by the CO or the COTR, respond to and perform the emergency repairs necessary to return the system to working order within a period of 24 hours.

C-16.5 Pest, Insect, and Rodent Control. The contractor shall provide service to maintain CDP in an insect, pest, and rodent-free condition.

C-16.5.1 Chemicals, Materials, and Devices. The contractor shall use chemicals, poisoned baits, traps and other materials or devices as appropriate to control and eliminate insects, termites, roaches, spiders, scorpions, bats, snakes, rodents, birds, and other pests in or around the facility. Contractor use of such chemicals, materials, or devices shall not present a menace or hazard to public health and welfare or be detrimental to humans, domesticated animals, endangered species, or protected species.

C-16.5.2 Approvals and Reports. The contractor shall obtain approvals from the Safety, Health and Medical Services Office before the use of such materials, chemicals, or devices. The contractor shall prepare and submit a usage report of proposed chemicals, materials, and devices for use at CDP to the

Safety, Health and Medical Services Office. Included in this report shall be the intended use of each chemical, material, and device, and current copies of the Manufacturer's Safety Data Sheet (MSDS). The contractor shall provide two copies to the Safety, Health and Medical Services Office and one copy to the COTR. As a minimum the- contractor shall include in the reports the date of use, the type of material, chemical, or device used, the amount used, and the location of use.

C-16.5.3 Application. The contractor shall ensure that the person(s) applying pesticides is properly trained for such work. The contractor shall also ensure the applicator has the proper permits and licenses (federal, state, local) for the work to be accomplished.

C-16.5.4 Pesticides. The Contractor shall use only those controls which comply with the provisions of the Federal Insecticide, Fungicide, and Rodenticide Act (7 U.S.C. 135 et seq.) as amended by the Federal Environmental Pesticide Control Act of 1972, Public Law 92-526 (86 Stat. 973) and the regulations issued thereunder. If poisoned baits are used, the Contracting Officer shall be notified in advance of the dates and locations in which such baits will be present.

C-16.5.5 Household Pests. Household pests are defined as ants, clothes moths, fleas, flies, roaches, rodents, ticks and any other pests other than wood destroying organisms. The Contractor shall provide household pest control services to all buildings covered by this contract. Household pest control services consist of all the requirements listed in the most current household Pest Control Guidelines which the Contractor shall maintain in its Technical Library.

C-16.5.6 Initial Service: The Contractor shall inspect the premises to locate any infestation and provide intensive treatment to eliminate any existing problems during the first month of the contract.

C-16.5.7 Follow-up Service: The Contractor shall make additional inspections and provide treatment as needed but at least once each month for the duration of the contract.

C-16.5.8 Annual Inspection. The Contractor shall annually inspect all buildings covered by this contract for wood destroying organisms. This inspection must fulfill all the requirements listed in the most current guidelines of the Structural Pest Control Act Chapter 620-6-.03.

C-16.5.9 Inspection Report. The Contractor shall submit a written report of findings to the Contracting Officer through the Contracting Officer within fifteen (15) days of completion of inspection(s).

C-16.5.10 Safety Precautions. If poisoned baits are used, the Contractor shall notify the Contracting Officer in advance of the dates and locations in which baits will be present. Contractor employee(s) shall follow all directions, instructions and precautions on pesticide labeling and in manufacturer provided literature without deviation. Contractor employee(s) shall take all reasonable measures to avoid accidental injury or poisoning of humans and domestic animals, including the removal and proper disposal of any spilled or unused pesticides and all pesticide containers. The Contractor shall properly label all containers holding pesticides with the name and strength of the chemical agent used and provide information to the Facility Safety Manager on all chemicals used.

C-16.5.11 Reports. The Contractor shall submit a quarterly report to the Contracting Officer of all pest control services performed.

C-16.5.12 General Requirements For Unforeseen Conditions. If during the course of work the Contractor encounters unforeseen conditions which impact the work and which could not be evaluated during the initial estimating procedures, the Contractor shall not proceed without Contracting Officer authorization. The Contractor will (1) estimate the change for the unforeseen condition only, or (2) prepare a new estimate for the total job as revised. The Contracting Officer will, after review of the estimate, (1) issue a delivery order for the change only, or (2) cancel the original delivery order and issue a new delivery order for the total job as revised.

C-16.6 Life Safety Systems The contractor shall maintain all life safety systems at CDP to ensure proper operation and activation.

C-16.6.1 Emergency Lighting. The contractor shall maintain emergency lighting systems in all buildings.

C-16.6.2 Fire Rated Walls and Stops. The contractor shall inspect, document, generate work, and perform work to ensure all fire walls and stops are in good condition and all penetrations have been properly sealed.

C-16.6.3 Wall Maps Displayed /Evacuation Maps. The contractor shall maintain and update, immediately upon building modifications, all evacuation maps posted at CDP.

C-16.6.4 Emergency Reports. The contractor shall report in writing within 24 hours to the COTR and the Safety, Health and Medical Services Office the reason for any emergency system activation in the facility.

C-16.7 Energy Conservation. Under the work element, Replacement of Obsolete Items, the contractor shall replace equipment with more energy efficient equipment. The contractor shall reduce operating hours for space heating systems, cooling systems, ventilation systems, equipment, and machines. The contractor's technicians shall adjust space temperature and humidity set points when buildings are not occupied and/or environmentally sensitive equipment is off. The contractor shall install and maintain setback controls where necessary. The contractor shall effectively install insulation and vapor barriers on ceilings, walls, floors, and roofs to reduce heat conduction. When performing roof replacements, the contractor shall install receptive roof surfaces to reduce solar heat gain through roofs. The contractor shall install operable, storm, and multiple glazed windows to reduce heat conduction and thermal radiation through glazing areas. The contractor shall utilize exterior shading, interior shading, air-flow windows, tinted glazing, and receptive films at glazing areas to reduce solar heat gain. The contractor shall seal vertical shafts and stairwells, caulk and weather strip doors and windows, and install revolving doors or construct vestibules to reduce infiltration.

C-17.0 PREVENTIVE MAINTENANCE

C-17.1 Scope: The Contractor shall perform work involved in the Preventive Maintenance inspection and repair of buildings, structures, and related property and equipment encompassing a variety of trades in accordance with the applicable regulations and technical manuals. The Contractor shall develop and implement a comprehensive Preventive Maintenance (PM) program for all facilities, systems / components, utility systems, and equipment located within the CDP enclave and included under contract requirements listed herein. The Contractor will provide, no later than 10 days after date of award, a Recommended Schedule outlining the frequency to accomplish the necessary Preventive Maintenance on all facilities within the CDP enclave.

C-17.2 Specific Tasks and Standards (where applicable):

C-17.2.1 The Contractor shall maintain, repair, test and suspect fire suppression and sprinkler systems.

C-17.2.2 The Contractor shall maintain and repair all fire suppression lines, valves, sprinkler heads and related equipment and components, including repair of leaks, replacement of sprinkler heads, lowering of sprinkler heads whenever a ceiling is lowered, and the cleaning and removing of scale in check alarm valves.

C-17.2.3 The inspection and testing of fire suppression and sprinkler systems once every three months. The Contractor shall maintain records in a logbook of these quarterly tests and inspections.

C-18.0 JANITORIAL AND CUSTODIAL SERVICES

C-18.1 General Requirements. The Contractor shall provide all labor, supplies, supervision, tools, materials, equipment, and transportation necessary to provide custodial services in accordance with this specification. Custodial service applies to all designated spaces including, but not limited to, dining facility, kitchen, halls, restrooms, offices, work areas, entrance ways, lobbies, storage areas, elevators, and stairways. Custodial services will be performed in approximately 8 buildings within the CDP Enclave. These include the following buildings and any others that are added (by a negotiated price modification) for accomplishment of the mission.

Bldg 303 - CDP Warehouse - 27,000 SQ FT
Bldg 500 - CDP Classrooms and Administrative Offices - 39,777 SQ FT
Bldg 501 - CDP Classrooms and Video Teleconference Center - 33,070 SQ FT
Bldg 502 - CDP Guest Instructor Lodging - 5,796 SQ FT
Bldg 503 - CDP Classrooms - 16,455 SQ FT
Bldg 504 - CDP Dining Facility - 8,502 SQ FT
Bldg 505 - CDP Warehouse - 49,500 SQ FT
Bldg 1081 - CDP Headquarters - 232,864 SQ FT

Total Square Footage is 412,964

All areas of the CDP will not require custodial service at the beginning of this contract. The square footage listed above is the maximum area of responsibility.

C-18.2 Definitions - Technical. As used throughout this contract, the following terms shall have the meaning set forth below.

C-18.2.1 Clean. Clean shall be defined as free of dirt, dust, spots, streaks, stains, smudges, litter, debris, and other residue.

C-18.2.2 Disinfect. Cleaning in order to destroy any harmful microorganisms by application of an approved chemical agent.

C-18.2.3 Facility. An establishment, structure, or assembly of units of equipment designated for a specific function.

C-18.2.4 Space. A space is an area to receive custodial services which may or may not be considered a room by common definition. Examples of spaces are definable sections of hallways, stairwells, lobbies, offices, entrances, and elevators.

C-18.2.5 Waste Containers. Waste containers are defined as trash receptacles, waste baskets, trash cans, wastepaper baskets, ash trays, or any container holding trash, paper, or refuse of any type. The term "trash contained", refers to all receptacles used for the collection of waste paper and debris, including swing top containers, waste baskets and similar containers.

C-18.3 Contractor Furnished Items. The Contractor shall provide all equipment, materials, supplies, and services to perform the requirements of this contract.

C-18.3.1 Materials and Supplies. Samples of all materials and supplies shall be submitted to the Contracting Officer for approval prior to start of work. New, changed, or substituted materials and supplies shall be submitted and approved prior to being used. No materials or supplies shall be used which will damage floors, floor coverings, woodwork, painted surfaces, furniture, or other items being cleaned. Material, equipment and supplies provided shall meet minimum industrial standard requirements and shall be of acceptable commercial grade and quality.

C-18.3.2 Equipment, Tools and Cleaning Gear. The Contractor shall furnish everything required to perform the work prescribed within this specification, except for those items specifically stated to be

Government furnished. All items are subject to inspection for compliance with all existing safety and health standards. Contractor's equipment shall be of a size and type suitable for accomplishment of the various types of work described. Equipment shall be in an operating condition as designed by the equipment manufacturer. The Contractor shall ensure that all equipment, tools and cleaning gear not in actual use are stored in designated storage areas in such a manner to ensure the safety of both Government and Contractor personnel.

C-18.3.3 All vacuum cleaners and equipment used for vacuum pickup (wet and dry types) shall be equipped with air filter systems which will filter out all dust and bacteria particles in excess of three-tenths (1.3) micron in size.

C.18.4 Management. The Contractor shall manage the total work effort associated with the control of custodial services required herein to assure fully adequate and timely completion of these services. Included in this function will be a full range of management duties including, but not limited to: planning, scheduling, and quality control. The contractor shall provide an adequate staff of personnel with the necessary management expertise to assure the performance of the work in accordance with sound and efficient management practices. The Contractor shall maintain an adequate workforce to complete work in accordance with the time and quality standards specified herein. The Contractor shall comply with the following management responsibilities:

C-18.4.1 Work Schedule. The Contractor shall prepare a work schedule, which lists the type of work to be performed, the areas to be worked, and the estimated time to complete the work in each area. When scheduled services performed twice weekly or less frequently fall on a holiday, alternate dates shall be specified. The initial work schedule shall be submitted to the Contracting Officer for approval within 30 days after award. Once approved, all work shall be performed in strict compliance with the work schedule to facilitate the Government's inspection of the work. Changes to the work schedule shall be submitted for the Contracting Officer's approval at least three working days prior to performance. In preparing the work schedule, the Contractor shall comply with the following general requirements:

C-18.4.1.1 Except for emergency cleaning services all routine work shall be performed during the Government's regular working hours.

C-18.4.1.2 Project work items shall be performed during the days and times specified by the Government. If the Contractor desires to perform this work other than during the days and times specified, or on Saturdays, Sundays, or holidays, prior approval shall be obtained from the Contracting Officer.

C-18.4.2 Contractor/subcontractor responsibilities: The Contractor may subcontract the performance of insect and rodent control. Chemicals used for the eradication and prevention of rodents and insects must be certified to be safe for use in an establishment that prepares and serves food for human consumption.

C-18.5 Hazardous Operation Barriers. When hazardous operations, such as waxing floors, are performed by the Contractor, standing signs shall be provided and placed to call attention to the area affected by such hazard. These cones or barricades shall be clearly marked with Contractor's logo. Appropriate, neat-appearing, well-kept signs to indicate "Danger", "Hazardous Floors", "Walk Left", or "Walk Right" as applicable, shall be provided by the Contractor. Samples of such signs shall be submitted to the Contracting Officer for approval prior to the effective date of this contract. Contractor employees shall not place mops, brooms, machines, and other equipment in traffic lanes or other locations in such a manner as to create safety hazards. Contractor employees shall interrupt their work at any time to allow passage of personnel, equipment carts, etc.

C-18.6 Conduct of Custodial Personnel. The Contractor shall ensure cleaning operations are not offensive to the occupants of the buildings and that custodial service employees do not open drawers or cabinets, or use telephones intended for official Government business.

C-18.6.1 Uniforms. All Contractor employees shall wear uniforms suitable (e.g. janitorial in appropriate cotton cleaning jackets, dining hall uniforms appropriate for food preparation and serving, etc.) for the task to be performed. Contractor personnel shall wear uniforms that are clean and neat and free of tears, holes, frayed edges, and body odor.

C-18.6.2 Contractor employees shall not use Government or private equipment, such as radios, during the performance of custodial services. While performing their work, the Contractor's custodial personnel shall not disturb or rearrange personal belongings. The Contractor shall ensure all Government and personal property items found out of place (items found on floor, in restrooms and common use areas that obviously do not belong where found) are turned into the supervisor of the space involved or to the Contracting Officer.

C-18.6.3 Contractor personnel shall be alert to and report all facility discrepancies observed to their Supervisor. The contractor's janitorial personnel shall report damaged, clogged or inoperable drains and fixtures, or other conditions which prevent the proper performance of their duties. Work orders will be prepared to correct reported problems.

C-18.6.4 Contractor personnel shall not eat or smoke while performing their duties. All buildings are smoke-free. Smoking during breaks shall only be permitted in outside designated smoking areas. Contractor employees shall not use Government office spaces as lunchrooms.

C-18.6.5 Prior to male or female custodial employees entering washrooms designated for the opposite sex, arrangements shall be made to have such rooms checked and cleared. Washrooms shall be clearly marked "CLOSED" during the time of cleaning.

C-18.6.6 Contractor personnel are prohibited from accepting gratuities of any type. The Contractor shall take all steps necessary to enforce this prohibition.

C-18.6.7 Cleanliness and Sanitation. The Contractor shall ensure that custodial employees clean, sanitize and rinse mops, sponges and similar tools and cleaning gear after each use. Mops, sponges and similar tools and cleaning gear shall be replaced with new or clean items when rinsing does not restore them to a reasonable state of cleanliness. Cleaning and janitorial services shall be performed on a regular schedule and must meet the highest standards of cleanliness. Storerooms shall be kept clean, orderly and litter-free. Items stacked on shelves neatly, opened cartons shall be discarded and extra items not used when cartons are opened are to be removed from the large container and neatly placed on the shelf or pallet. All supplies and equipment shall be properly secured. Space shall be routinely provided around and under shelves and pallets to provide access for cleaning and exterminator spray treatment. Kitchen and dining areas shall be free of excess equipment and materials. No equipment or supplies may be staged in exit alcoves. Care shall be exercised to prevent retention of excess equipment items not needed. The Contracting Officer will provide guidance for the periodic survey of capital equipment. Failure to keep any of the facilities in a clean condition satisfactory to the Contracting Officer, may result in the withdrawal of the privilege of using such facilities or the Contracting Officer may have the facility cleaned by other means, and the cost of such work will be charged to the Contractor.

C-18.7 Trash Disposal. The Contractor shall be responsible for " labor and equipment used in disposal of all garbage, trash, refuse and dining hall waste. All equipment provided for this purpose shall be specifically engineered, designed, and fabricated for the specific purpose for which it is used.

C-18.7.1 The Contractor shall insure that the waste collection and storage areas remain odor and infestation free at all times, that no raw garbage is exposed, that no waste liquids contaminate the surrounding grounds or paved surfaces, and that all trash is secured to prevent dispersal by wind or other forces.

C-18.7.2 The Contractor shall collect, store, and dispose of all trash, rubbish, garbage and swill from the dining facility. Trash shall expediently be removed to an appropriate off-facility disposal site. The

disposal of all trash, rubbish, garbage, and swill shall be accomplished in accordance with all Federal, State and local laws and regulations.

C-18.7.3 A plan for the performance of these tasks shall be submitted by the Contractor to the Contracting Officer for approval within 30 days after the contract award. Any subcontract(s) for this work shall include a provision requiring the subcontractor(s) to comply with all applicable Federal, State, and local laws and regulations. The contractor is also responsible for annual disposal fees imposed by local governments.

C-18.7.4 The Contractor shall maintain all waste disposal equipment in a safe operating condition and in a state of good repair at all times.

C-18.7.5 Besides removing and disposing of trash from Building containers, the Contractor shall remove and dispose of trash in boxes, bags or other items marked "trash" and placed next to trash containers or in hallways. The Contractor shall dispose of all trash and other waste collected by removing it from the CDP Facility.

C-18.7.6 The Contractor shall be responsible for the proper disposal of all controlled material waste (for example, motor oil, weapons cleaning rags, etc.) used in performance of this contract. Such material shall not be placed in waste containers or dumpsters.

C-18.8 Custodial Services Performance Requirements. The Contractor shall provide the custodial services described herein. Custodial services requirements are divided into three groups: basic services, service calls, and project (indefinite quantity) work requirements.

C-18.8.1 Basic Services. Basic services shall be performed at the locations and frequencies shown in Attachment J and shall consist of the services listed for the specified spaces. Furniture or other equipment (including waste containers) moved while performing basic services shall be returned to their original position.

C-18.8.1.1 Space Cleaning. Space cleaning shall consist of the following services each time a space is cleaned:

C-18.8.1.2 Sweeping/Dust Mopping. Concrete/quarry tile, terrazzo, wood, and resilient flooring shall be swept or dust mopped so as to remove all loose dirt dust, and debris.

C-18.8.1.3 Vacuuming Carpets and Rugs. A satisfactorily vacuumed floor, rug, carpet, elevator and stairway is free of all dust, dirt, cobwebs, lint and debris in corners, behind doors, under desks, tables, benches, radiators and other furniture (except permanently located equipment such as safes and filing cabinets which have full floor bearing). A satisfactorily vacuumed carpet or rug shall be vacuumed with edging tool around edge of carpet, desk legs and other areas that are inaccessible to the equipment. Removal of chewing gum or other foreign matter is considered a portion of vacuuming. The Contractor shall remove all marks on baseboards or furniture.

C-18.8.1.4 Polishing and Spot Cleaning. A satisfactorily polished floor area is free of all small objects such as paper clips, staples and debris. During polishing, the Contractor shall inspect for and clean all spots as they occur. A floor, rug, or carpet that is satisfactorily spot cleaned is free of all stains, deposits, scuff marks, cleaning marks or traffic pattern and shall have a bright uniform color without disagreeable odor. The pile shall be brushed, while damp, to allow it to dry in an upright position. Non-porous paper isolators shall be used between the metal feet of furniture and equipment, and the floor carpet. After the carpet/rug has dried, it shall be vacuumed. After drying, furniture or other equipment moved for the spot cleaning process shall be returned to their original positions. Polishing includes removing of trash and debris within fifteen (15) feet of Building exteriors. Polish landings, steps, sidewalks and lawns. Police all debris, including beverage containers and cigarette butts, to the curb line or to at least 25 feet from the dormitories and 15 feet from all other buildings, if no curb line exists. Remove all debris from these areas to the dumpster.

C-18.8.2 Low Dusting/Cleaning.

C-18.8.2.1 All Building surfaces such as partitions, radiators, equipment, hand railings in stairways, grills, horizontal ledges, shelves, balusters, sills, ledges and other horizontal surfaces up to a line seven (7) feet above floor level shall be free of a dust, lint, litter, and dry soil. An acceptable spot cleaned surface is free of all stains and deposits and is substantially free of cleaning marks.

C-18.8.2.2 Walls, doors, shelving, cabinets and partitions shall be wiped clean (including glass in partitions and doors) to a height of 7 feet above the floor level. Shelving shall be free of contact paper and adhesive. All covers or parts of the cabinet / shelving, disassembled during the cleaning operation shall be replaced in their original positions intact and operational.

C-18.8.2.3 All furnishings, including but not limited to desks, chairs, file cabinets, computer stands, and book cases shall be dusted and polished to eliminate all dust, dirt, stains, smears, and smudges. The furniture polish/wax shall be buffed and dry at the completion of the cleaning process.

C-18.8.2.4 External features such as external stairs, stoops, landings, loading docks, walls, handrails, doors, light fixtures and sidewalks adjacent to and within ten (10) feet of the buildings shall be free of foreign debris, such as cobwebs, dust, dirt, spots, stains, smudges, dead insects and beverage spills. Cleaner should not be applied with such force as to remove painted surfaces or otherwise damage existing surfaces. The Contractor shall empty butt cans and waste receptacles located at Building entrances.

C-18.8.2.5 Corridor, lobby, and entrance walls and doors shall be cleaned. The Contractor shall clean doors, door frames, and door glass to present a clean appearance free from streaks, stains, and hand marks. Door handles and plates shall be polished and miscellaneous hardware and bright metal work shall be wiped clean and bright and be free of deposits or tarnish. Clean and polish kick plates, push plates, and push bars and remove all foreign residue (oil, grease, green mold, etc.) from these areas and from on and around door fasteners, door closers, etc.

C-18.8.2.6 Outside tobacco urns shall be cleaned and free of all ashes, deposits, stains and debris. A satisfactorily cleaned urn shall be free of all cigarette butts and debris.

C-18.8.3 High Dusting/Cleaning. High cleaning includes cleaning horizontal and vertical surfaces between six (6) feet and twelve (12) feet above the top of the floor surface, including all overhead piping and ceiling areas. All dust, lint, litter, and soil shall be removed from all surfaces. Walls shall be free of all smudges and markings. Ceilings are to be free of cobwebs and loose dirt.

C-18.8.4 Floor Care. Floor care shall be performed in the spaces as shown on the "Schedule of Services" in Attachment J. The Contractor shall maintain all floors throughout the CDP Facilities. As part of the scheduled cleaning of floors and surfaces, the Contractor shall clean all interior/exterior surfaces of service elevators to maintain a clean appearance. In addition to the general standards for floor care, the Contractor shall disinfect the floors in all Bathroom, Toilet Room, Locker Room and Utility spaces. Floor maintenance in the serving line, kitchen and storage areas shall be performed by either the Prime Contractor or the sub-contractor (if food service is subcontracted). However, the Prime Contractor may subcontract with a qualified commercial cleaning Contractor to perform floor care in other areas. If the floor is to be maintained by a subcontractor, a copy of the subcontract is to be forwarded to the Contracting Officer within 30 days of receipt of notice to proceed.

C-18.8.5 Damp Mopping. Prior to damp mopping, floors shall be swept/dust mopped. Floors shall be damp mopped with an approved cleaning solution to remove dirt, streaks, smears, and stains. There shall be no splashes on walls, baseboards, furniture or equipment. There shall be no mop strings left on the floor and on the legs of furniture and equipment. All furniture and other equipment moved during the sweeping process shall be relocated upon completion of work.

C-18.8.6 Spray Cleaning and Buffing. Satisfactorily spray buffed floors have a high gloss finish that blends in with the surrounding floor finish. Prior to spray cleaning and buffing, floors shall be damp mopped. Floors shall be spray cleaned and buffed to remove traffic marks, heavy soil, etc. The material used for spray cleaning and buffing shall contain a blend of detergents and polymers to emulsify surface soil and repair traffic areas. If loose residue is produced by buffing, it shall be removed in a manner that will leave the floor clean without destroying the high gloss produced by buffing. When completed, a spray cleaned and buffed floor shall have a uniform, high-gloss finish, free of scuff and heel marks. The floor finish shall be uniform from wall to wall, including corners.

C-18.8.7 Waxing and Buffing. In the event that spray cleaning and buffing is not sufficient to maintain a uniform high-gloss finish, floors shall be completely waxed and buffed.

C-18.8.8 Stripping and Rewaxing Floors Resilient flooring shall be swept/dust mopped and all wax/sealer stripped down to the flooring material to remove all built-up wax and imbedded dirt prior to rewaxing. The Contractor shall strip and refinish total floor surfaces to include corners and under furniture. The Contractor shall then seal the floor with an even coating of slip resistant sealer. Rewaxed floor shall present a clean appearance free from scuff marks or dirt smears. Furniture or other equipment moved during floor stripping and rewaxing shall be returned to their original positions.

C-18.8.9 Shampooing Carpets and Rugs. Prior to shampooing, carpets and rugs shall be vacuumed free of all loose soil and debris. Carpets and rugs shall be shampooed free of streaks, stains, and spots, and shall have a bright uniform color. After drying, furniture or other equipment moved for the shampooing shall be returned to their original positions.

C-18.8.10 Shampooing/Scotch Guard Upholstery. The upholstery shall be shampooed free of streaks, stains, and spots, and shall have a bright uniform color. After drying, furniture or other equipment moved to accommodate the shampooing process shall be returned to their original positions.

C-18.8.11 Interior Concrete and Ceramic Tile Floor Care. Satisfactorily cared for concrete and ceramic tile floors shall be free of streaks, stains, black marks, spots, gum and other matter foreign to floor surfaces and shall have a bright, uniform color and appearance. The Contractor shall not wax concrete and ceramic tile floors.-

C-18.8.12 Cleaning Light Fixtures. Globes, reflectors, covers, diffusers, and plastic side panels shall be removed and washed. A satisfactorily cleaned fluorescent fixture has louvers, lens, and fluorescent tubes that are bright and free of stains, dirt deposits and cleaning marks. A satisfactorily cleaned light fixture other than fluorescent, has a globe and shade or plastic type panel that is free of all dirt, dust, grease, stain, deposits, bugs and cleaning marks both inside and out. Any light fixture, including chandeliers, that are disassembled during the cleaning operation shall be reassembled into their original positions, intact and operational.

C-18.8.13 Cleaning Ceiling Fan. Clean ceiling fans shall be free of bugs, dirt, dust, grease, and other foreign matter. The glass shall present a uniformly bright, lustrous appearance. All hardware and bright metal work shall be clean and polished. Removed items shall be returned intact and operational.

C-18.8.14 Restroom Services. Restroom services shall consist of the following each time services are performed:

C-18.8.15 Cleaning Restrooms. Restroom fixtures, including water closets, urinals, lavatories, and sinks shall be washed inside and outside utilizing a disinfectant, and shall be free of stains and odors. Seats shall be left in a raised position. Pumice sticks and an approved toilet bowl cleaner shall be used to remove stains from urinals and water closets. The Contractor shall provide vinyl urinal screens with deodorant blocks and shall brush urinal screens daily. The Contractor shall provide and replace deodorant blocks and urinal screens as necessary. Brushes, sponges, and cloths that have been used to clean any other part of the restroom (including water closets, urinals, walls, floors, and partitions) shall not be used to clean lavatories or sinks. Floors shall be swept/dust mopped free of dirt and mopped with

a disinfectant. The Contractor shall maintain traps free from odor at all times. Floor drains shall be cleaned and flushed with a disinfectant. Partitions, walls, and doors shall be cleaned free of dirt, stains, and graffiti. The Contractor shall remove the grill on vent fans and damp wipe, dust or vacuum, both the grill and the fan blades and lubricate as necessary. Mirrors shall be cleaned and polished. All metal/chromium fixtures, shelving, dispensers, soap dishes, piping and hardware shall be cleaned to a uniform and bright appearance without spots, streaks, film smudges, dirt, dust, soap, deposits and stains. Waste containers shall be emptied, disinfected, and plastic liners replaced. If present, shower stall rooms, locker/dressing rooms, benches shall be considered part of the restrooms. These areas shall be cleaned thoroughly inside and out with a disinfectant detergent.

C-18.8.16 Servicing Restrooms. Servicing restrooms shall include inspecting, replenishing, and cleaning supply dispensers. Restroom supplies shall include, but are not limited to, paper towels, toilet tissue, and liquid antibacterial soap. The Contractor shall stock restrooms with sufficient supplies to insure that the supplies "last until the next scheduled service. The Contractor shall furnish the dispensers and replenish them with liquid antibacterial hand soap, as necessary at no additional cost to the Government. If it appears that dispensers will become empty before the next scheduled servicing, the Contractor shall replenish soap prior to next servicing. The Contractor shall ensure adequate quantities of dispenser supplies at all times, including weekends and all holidays.

C-18.8.17 Miscellaneous Cleaning. The contractor shall perform miscellaneous cleaning which includes wiping, dusting, spot cleaning, and scrubbing. The contractor shall perform miscellaneous cleaning daily so that CDP is clean at all times. Miscellaneous cleaning includes:

C-18.8.17.1 Cleaning Drinking Fountains and Sinks The contractor shall clean all drinking fountains and sinks. The contractor shall clean and disinfect fountains and sinks with detergent, scouring powder, disinfectant, or soap. The contractor shall clean metal drinking fountain tops with an approved metal cleaner, not with scouring powder. The contractor shall wipe clean any spillage on floors or walls adjacent to fountains and sinks. A clean fountain or sink is a fountain or sink that has been disinfected and is free of dust dirt deposits, hair, debris and odor.

C-18.8.17.2 Cleaning Blinds and Curtains. The contractor shall clean blinds and curtains monthly, which includes the use of treated dust cloths, blind dusters or vacuum cleaners. When cleaning blinds or curtains, the contractor shall dust them in place, remove them to clean them, or vacuum them in place. Cleaning blinds includes removing the blinds, dousing them in a tub of lukewarm water and all-purpose synthetic detergent or soap, rinsing them in clean lukewarm water and hanging them to dry. The contractor shall reinstall the blinds within 24 hours after removal. The contractor shall dry clean all curtains annually. Clean blinds and curtains are blinds and curtains free of dust, dirt, deposits, paint, film, and debris.

C-18.8.17.3 Cleaning Sand Urns and Ashtrays. The contractor shall clean daily, all sand urns and ash trays. The contractor shall empty sand urns and ashtrays and wipe all ashtrays to remove deposits. The contractor shall clean and replace sand in sand urns as required to ensure clean appearance and safe use. The contractor shall empty the waste from ashtrays and urns into metal containers and remove the waste to the contractor furnished refuse container. Clean sand urns and ashtrays are free of cigarettes, butts, trash, paper, and debris.

C-18.8.17.4 Cleaning Light Fixtures. The contractor shall clean light fixtures. Light fixtures shall be cleaned every six months on a rotating schedule so that a complete cycle is accomplished in six months. Schedule to be approved by the COTR. Cleaning light fixtures includes damp-wiping all light fixture components, including bulbs and tubes. A small amount of detergent may be used if necessary. After damp-wiping, the contractor shall wipe dry all surfaces with a clean dry cloth. The contractor shall thoroughly clean all glass or plastic diffusers to permit the maximum amount of light to pass through. After cleaning, the contractor shall replace all components removed. A clean light fixture is free of insects, dirt, lint, water, film, and streaks.

C-18.8.17.5 Cleaning HVAC Registers and Vents. The contractor shall clean all portions of HVAC registers and vents. Registers and vents shall be cleaned every three months on a rotating schedule so that a complete cycle is accomplished in three months. Schedule to be approved by the COTR. This includes the use of a cloth, yarn duster and vacuum cleaner to remove dirt, dust, lint and debris. A clean HVAC register is free of dust, dirt, lint, discoloration, and debris.

C-18.8.17.6 Furniture and Chalkboards. The contractor shall vacuum weekly, all upholstered furniture located in reception areas or lobbies. The contractor shall wipe chalk boards, white boards, chalk trays, and remove dust from erasers. The contractor shall only clean chalkboards and white boards when the occupants of that area write the words "wash" or "clean" on the boards.

C-18.9 Refuse Disposal. The contractor shall dispose of refuse which consists of the collection and removal of rubbish, garbage, trash, waste, and debris from CDP. Refuse is matter or materials rejected by CDP occupants as useless and fit only to be thrown out or recycled. The contractor shall perform refuse disposal so that CDP is clean and odor free at all times. Refuse disposal includes:

C-18.9.1 Collection. The contractor shall collect all refuse from refuse containers, remove refuse from buildings, and deposit refuse in contractor- furnished refuse containers. The contractor shall not place refuse containers in emergency egress corridors or fire lanes. The contractor shall place contractor-furnished refuse containers in areas designated by the COTR. When collecting refuse the contractor shall empty refuse containers. An empty refuse container is free of refuse and has a clean refuse container liner installed. The contractor shall empty refuse containers and prevent overflows. An overflowing refuse container is a refuse container filled with refuse in such a way that when persons deposit additional refuse into it, the additional refuse spills onto the surrounding areas. Refuse containers are waste baskets, 55 gallon drums, and trash cans used by CDP occupants to dispose of refuse. The contractor shall also collect refuse items marked with one of the following terms: refuse, rubbish, garbage, trash, waste, or debris. Marked items will not always be placed in a refuse container.

C-18.9.2 Cleaning Refuse Containers. The contractor shall clean all refuse containers to keep them in a clean sanitary condition. Cleaning refuse containers includes the use of a brush, detergent solution, soap, and clean rinse water. The contractor shall not use steam or cleaning agents harmful to paint or receptacle material. The contractor shall clean receptacles to be free of deposits, dust, dirt, streaks, and odors at: all times.

The Contracting Officer reserves the right to increase/decrease frequency of scheduled services and make equitable adjustments to the contract.

C-19.0 GROUNDS MAINTENANCE

C-19.1 General Requirements. The Contractor shall furnish all labor, supervision, equipment and material, necessary to provide grounds maintenance services for the CDP Facility in accordance with the performance requirements specified herein. The operations to be performed shall include cutting grass, edging, fertilization, collection and disposal of litter and trash vegetation cutting and removal, underbrushing, grassing, sodding, erosion control, tree and shrub pruning, tree and stump removal, irrigation, ditch cleaning, and other miscellaneous services as described herein. The Contractor will provide, no later than 10 days after date of award, a Recommended Schedule outlining the times and frequency to accomplish the necessary grounds maintenance services in the areas outlined in Attachment J. This Recommended Schedule of services must be approved by the Contracting Officer. The Government reserves the right to increase or decrease the times and frequency of any task prior to approval of the Grounds Maintenance Schedule.

C-19.2 Definitions-Technical. As used throughout this document of work, the following terms shall have the meaning set forth below.

C-19.2.1 Debris. Debris includes, but is not limited to, paper, cans, bottles, limbs, pine straw and pine cones, leaves, rocks and other similar items.

C-19.2.2 Diameter at Breast Height (DBH). Diameter at Breast Height, as measured 4.5 feet above ground level.

C-19.2.3 Environmental Protection Agency (EPA). The Federal agency delegated with authority to enforce the Federal laws which are concerned with pollution of the environment.

C-19.2.4 Fertilization. Fertilization is the process of applying nutrient elements to the soil where the soil has become deficient in nutrients essential for proper plant growth.

C-19.2.5 Grass Cutting. Grass cutting shall include cutting and trimming, within the designated area, all grasses, weeds, and other vegetation which is one inch or less in diameter (at ground level).

C-19.2.6 Lay Down Site. This is a pre-assigned grounds area is where the Contractor may store grounds maintenance equipment.

C-19.2.7 Maintenance Level. A designation used to specify the frequency of services and type of grounds maintenance required on a land parcel.

C-19.2.8 Parcel. A given area of land. Each area shown on maps accompanying this specification is divided into various parcels.

C-19.2.9 Pruning. Pruning is selectively removing unwanted growth to make a plant or grow or respond in a desired manner. Pruning differs from "shearing". Pruning involves selection and judgment. "Shearing" means clipping all growth on a plant at a uniform distance and shape.

C-19.2.10 Grassing : Includes ground preparation, seeding, fertilizer and other items that are required in developing areas to a grassy condition.

C-19.2.11 Regular Hours. The Government's regular (normal) hours are from 7:30 am to 4:30 p.m., Mondays through Fridays, except (a) Federal Holidays and (b) other days specifically designated by the Contracting Officer.

C-19.3 Contractor Furnished Items. The Contractor shall provide all labor, equipment, materials, and services to perform the requirements of this contract.

C-19.4 Management. The Contractor shall manage the total work effort associated with the grounds maintenance services required herein to assure fully adequate and timely completion of these services. Included in this function will be a full range of management duties including, but not limited to, planning, scheduling, report preparation, and quality control. The Contractor shall provide an adequate staff of personnel with the necessary management expertise to assure the performance of the work in accordance with sound and efficient management practices. The operations to be performed shall include cutting grass, edging, fertilization, collection and disposal of litter and trash, vegetation cutting and removal, underbrushing, grassing, sodding, erosion control, tree and shrub pruning, tree and stump removal, irrigation, ditch cleaning, and other miscellaneous services as described herein. The Contractor will provide, no later than 10 days after date of award, a schedule outlining the services, times and frequency recommended to accomplish the necessary requirements for grounds maintenance services in the areas outlined in Attachment J. This recommended schedule of services must be approved by the Contracting Officer. In the event of a disagreement as to the time and frequency for a particular task, the government reserves the right to increase or decrease the times and frequency prior to approval of the Grounds Maintenance Schedule.

C-19.4.1 Work Control. The Contractor shall implement all necessary work control procedures to ensure timely accomplishment of work requirements, as well as to permit tracking of work in progress. The Contractor shall plan and schedule work assure labor, equipment and material are available to complete

work requirements within the specified time limits and in conformance with the quality standards established herein. Verbal scheduling and status reports shall be provided when requested by the Government Representative.

C-19.4.2 Monthly Work Schedule. The Contractor's monthly work schedule shall indicate the proposed date of accomplishment of all required services by parcel. Changes due to inclement weather will be provided to Contracting Officer. Once approved, the Contractor shall strictly adhere to the schedule in order to facilitate the Government's inspection of the work. The Contracting Officer shall be notified at least two working days in advance of the scheduled date of any work requirements which will not be accomplished as scheduled. Except as may otherwise be specified, all work shall be performed during regular hours. If the Contractor desires to perform work on Saturday, Sunday, holidays, or outside regular hours, he/she may submit application to the Contracting Officer for approval.

C-19.4.3 Herbicides. The Contractor shall be licensed by the applicable State agency to provide vegetation control in the categories specified in this contracts AU work shall be under the supervision of a certified, responsible individual, and in accordance with Federal, State, local, and activity laws and requirements.

C-19.4.3.1 Control Methods. The Contractor shall utilize only herbicides registered by the Environmental Protection Agency. Use shall be in strict compliance with label directions for the control of the target weeds. Herbicides selected, application rates, and application techniques shall have the prior approval of the Contracting Officer.

C-19.4.3.2 Contractor's Superintendent. During the execution of all work involving the handling and/or use of herbicides, the Contractor shall ensure the supervisor is present when the herbicides are being applied.

C-19.4.3.3 Pesticide Use Records. The Contractor shall prepare, submit and maintain daily records of herbicide usage as weed control operations are performed, and all entries shall be completed within 24 hours of chemical usage. A report shall be submitted to the Contracting Officer, with the monthly invoice, for each month following the month of operation. Forms which are rejected by the Contracting Officer, due to improper preparation shall be resubmitted by the Contractor.

C-19.5 Grounds Maintenance Performance Requirements.

C-19.5.1 The Contractor shall provide grounds maintenance services on approximately 115 acres in the CDP Enclave at the times and frequencies specified in the Contractor's proposed work schedule.

C-19.5.1.1 Grass Cutting. All grassed areas located within the CDP Enclave shall be cut to a uniform height of three (3) inches at the frequencies recommended in the Contractor's Schedule. Grassed areas shall not drop below a height of two (2) inches, nor grow higher than a height of four (4) inches. Note: All heights shall be reduced by one (1) inch for areas planted with Centipede grass. If any bare ground within the limits of an area becomes vegetated with grass, weeds, or other similar growths through natural spread, i.e. not artificially planted, it shall be maintained as part of the basic contract. Prior to cutting, any trash, paper, or other debris that would detract from the finished appearance of the cut or present a safety hazard shall be removed. Such debris includes but is not limited to paper, cans, bottles, limbs, pine cones, rocks, and other such objects within the maintenance area, and shall include trash, paper, dead leaves, and other debris lodged in shrubs, hedges, fences, and along foundation and other walls. Debris shall be disposed of the same day as collected. Grass cutting is to be accomplished free of scalping, rutting, bruising and uneven and rough cutting. Cutting equipment shall have sharp cutting edges which produce a neat clean, even cut. Use of cutting equipment which is out of adjustment thereby causing streaks or irregularities, uneven cutting, plowing, or gouging of the soil shall not be permitted. Ground speeds and mower speeds shall be synchronized to assure effective cutting action. After cutting, grass shall have a uniform height. Grass clippings shall not be windowed or allowed to be deposited in piles or clumps. Grass clippings shall be removed. Grass areas close or adjacent to buildings, hydrants, parking lots, manholes, fences, trees, hedges, and shrubs are included in mowing

requirements, and may require hand mowing. Trimming around trees, shrubs, flower/shrub beds cultivated areas, poles, walls, valves, and other similar objects shall be accomplished to match the height and appearance of the surrounding mowed grass. Trimming may be accomplished by hand clipping, by use of "weed eater" type equipment or by herbicide treatment. Trees and shrubs shall not be damaged by trimming operations. Trimming with herbicide treatment shall be confined to an area extending 12 inches from the object being trimmed. Grassed areas, trees, or shrubs which are killed or damaged as a result of Contractor's work shall be repaired or replaced by the Contractor at no cost to the Government. Trimming operations shall be considered a part of grass cutting and shall be accomplished concurrently (same day) with grass cutting operations. Grass cutting will not be considered complete until all trimming operations are accomplished. Grass clippings and trimmings shall be removed from sidewalks and other paved areas the same day the grass is cut.

C-19.5.1.2 Edging. All sidewalks, driveways, street edges, curbs, other paved areas, and shrubbery areas located within this maintenance level shall be edged in accordance with the Contractor's Recommended Grounds Maintenance Schedule. Edging shall create a 1/2 inch wide and 1 inch deep clear zone immediately adjacent to the paved surface. All edging shall be by mechanical means. The edging operation shall include removal of grass and other vegetation which has encroached onto street and other paved surfaces from adjoining grassed areas. Where driveway or street pavement edge is not discernible due to grass encroachment, a straight and even line approximating the edge of pavement shall be established and maintained. The edging operation shall produce neat, clean lines along the sides of sidewalks and other areas edged, and shall be accomplished free of scalping, rutting, bruising, uneven and rough cutting. All vegetation growing in the following areas shall be removed during the edging operation:

C-19.5.1.2.1 Sidewalk and driveway expansion joints and cracks.

C-19.5.1.2.2 Street/driveway curbing expansion Joints.

C-19.5.1.2.3 Cracks between curbing and street/driveway pavement. For continued maintenance of vegetation growing in cracks and expansion joints, herbicide treatment may be utilized to reduce the amount of mechanical work. The use of herbicides shall not be allowed for the purpose of eliminating or reducing normal mechanical edging along straight paved edges (sidewalks, etc.). Debris generated by edging operations, which falls on or is thrown on sidewalks, on curbs, in gutters, streets, or is thrown on nearby sod, causing an unsightly appearance, shall be removed from the site the day of the edging operation and disposed off the activity.

C-19.5.1.3 Plant and Shrub Pruning. Shrubs, bushes, hedges and cultivated plants shall be pruned at the frequency recommended by the Contractor on the Grounds Maintenance schedule. All clippings and debris shall be removed from the site the same day and disposed of off the activity. Pruning shall be accomplished so as to:

C-19.5.1.3.1 Remove new growth attaining a length of 6 inches.

C-19.5.1.3.2 Reduce the size and growth rate of each shrub by clipping approximately 20% to 30% of the total surface area approximately 3 to 6 inches inside the normal "pruned surface". This interior clipping (20% to 30%) shall be uniformly distributed over the entire shrub. This procedure shall be performed as a part of the normal pruning operations (when new growth is removed).

C-19.5.1.3.3 Evenly form and balance the shrub, bush or plant in order to shape it according to its natural growth habits. "Box" or "circular" shaping is not acceptable, except with hedges. Hedges shall be sheared or primed, as appropriate, to maintain their established shape and appearance.

C-19.5.1.3.4 Remove dead, damaged or diseased wood. If the entire shrub should die, remove the entire shrub to 6 inches below ground level. The hole and any other surface damage caused by removal shall be filled with topsoil fertilized, raked and seeded.

C-19.5.1.3.5 Remove vines, tree sprouts or any other extraneous vegetative growth from under or on the shrubbery.

C-19.5.1.3.6 Prime or remove growth in front of windows, over entrance ways or walks, or where vision is obstructed at street intersections.

C-19.5.1.4 Cultivation and Mulching of Shrubs, Hedges, and Flower Beds. Shrubs, hedges, and flowerbeds shall be cultivated and mulched at the frequencies and times specified in the Grounds Maintenance Schedule. Cultivation includes weeding of shrubs, hedges, and flowerbeds. Cultivation shall be extended a sufficient distance from bases of shrubs to ensure their protection from damage by lawn mowers, and trimmer/edgers, and to provide proper care for the plank but in no case less than 18 inches. Cultivation shall be extended to a depth of 2 inches, care being taken that the roots of the plants are not damaged. Removal of grass, weeds, rocks, and debris encountered during cultivation shall be considered part of cultivation. All edges shall be worked to a neat and true line. All timber, brick, concrete, aluminum, or plastic bed edging shall be realigned as needed. Mulch in bed areas such as wood bark chips, pine straw, etc., shall be well groomed after removal of weeds, rocks, etc. Additional mulch, of the same type as existing, shall be provided and placed around all shrubs and flower beds as required to maintain a minimum depth of three inches. Shrubby without existing mulch shall be mulched to a minimum depth of three inches with pine straw. Seasonal bedding plants/flowers shall be planted in the flowerbeds once per quarter. Withered plants shall be replaced as needed.

C-19.5.1.5 Fertilization. The Contractor shall furnish and uniformly apply 10 pounds per acre of 15 - 30 - 15 (N-P-K) analysis fertilizer to all parcels within this maintenance level. Fertilizer shall be applied at the frequency and during the periods specified in the Grounds Maintenance Schedule. Fertilizer shall be granular and contain the specified amounts of nutrient elements (Nitrogen, Phosphorus and Potassium). Fertilizer shall be delivered to the site in the original, unopened containers bearing the manufacturer's chemical analysis, name, trade name, trademark and indication of conformance to State and Federal laws. In lieu of containers, fertilizer may be furnished in bulk if accompanied by a certificate indicating the above information with each delivery. Fertilizer shall be applied only when grass blades are free of moisture. Ground cover plants and shrubbery beds shall be fertilized concurrently with lawn application, at the same rates. The Contractor's monthly work schedule shall reflect planned fertilization dates.

C-19.5.1.6 Trash and Litter Collection and Disposal. The Contractor shall collect and dispose of trash and litter in all grassed areas, plant and shrub beds, wooded areas, sidewalks, streets, and curbs in maintenance level I at the frequency specified in the Grounds Maintenance Schedule. Trash and litter does not include natural vegetation, such as leaves, pine straw, and limbs. All trash and litter shall be disposed off the activity the same day as collected.

C-19.5.1.7 Raking. Includes the raking and removal of leaves, pine straw and pine cones, limbs and other debris from the raked area. All debris shall be disposed off the activity the day of collection. The Contractor shall be responsible for dump fees.

C-19.5.1.8 Insect and Disease Control. The Contractor shall inspect grounds at least twice per month to determine locations of disease, insect problems, and bare spots. Following each inspection, the Contractor shall provide corrective action to all diseased or infested areas, plank umm, and shrubs, including replacement if necessary. A monthly report of findings and liniment shall be submitted to the Contracting Officer.

C-19.5.1.9 Irrigation. Irrigation involves the artificial application of water to promote proper health, growth, color, and appearance of cultivated vegetation. Grassed areas, shrubs, trees, and ground cover plants shall be irrigated in accordance with the following directions.

C-19.5.1.9.1 Care shall be exercised by regulating time and equipment to prevent wasting of water. Watering shall be accomplished in a manner that avoids erosion, run-off, or ponding due to excessive quantities or rate of application. The minimum amount of water to be applied to all lawns, and planted areas shall be one inch of water per application.

C-19.5.1.9.2 The Contractor shall be held responsible for any damage to plants, lawns, or buildings caused by careless handling of irrigation equipment. Sprinklers should not be set in such a position as to throw water into doorways, windows, porches, parked cars, parking areas, or to impede vehicular and/or pedestrian traffic. Watering will only be conducted during the growing season. The Contractor shall repair or replace damaged, deteriorated or otherwise malfunctioning components, within one week.

C-19.5.1.9.3 Water will be furnished by the Government from the most convenient existing source of water. All other required supplies shall be furnished by the Contractor.

C-19.5.1.9.4 Hoses, portable sprinklers, portable pipe, and similar irrigation equipment shall be removed from lawn areas at the end of each work day or when not actually in use. All valves, covers, and valve box covers shall be kept closed at all times except when in actual use.

C-19.5.1.9.5 The Contractor shall abide by any local, state, or other water agency regulations or controls in force at the time of this contract.

C-19.5.1.9.6 Irrigation shall be ordered as follows:

C-19.5.1.9.6.1 Contractor System Application. When irrigation is ordered in an area which is 500 feet or less from a Government provided source of water, the Contractor shall provide hoses, sprinklers, and/or other equipment as required to irrigate the entire area uniformly. One inch of water shall be applied unless a specific application time is specified by the Contracting Officer.

C-19.5.1.9.6.2 Site Specific Application. When irrigation is ordered at a point of application (such as an individual tree or shrub) which is 500 feet or less from a Government provided source of water, the Contractor shall provide hoses and/or other equipment as required to provide a specified number of gallons at the specified site(s). Up to ten sites may be specified per application if within 500 feet of the same water source.

C-19.5.2 Trash and Litter Collection and Disposal. The Contractor shall collect and dispose of trash and litter in all grassed areas, plant and shrub beds, wooded areas, sidewalks, streets, and curbs at the frequency specified in the Grounds Maintenance Schedule. Trash and litter does not include natural vegetation, such as leaves, pine straw, and limbs. All trash and litter shall be disposed of the day of the activity the same day as collected.

C-19.5.3 Additional Work Items. The Contractor may have to perform additional tasks as directed by the Contracting Officer. The Contractor will be apprised, at time of work being ordered, as to the required timeframes for completion. Some of the services the Contractor may have to perform include:

C-19.5.3.1 Tree Removal. Trees, their stumps, and above ground roots shall be removed to a depth of six inches below normal ground elevation. All debris shall be disposed of the day of removal. The stump hole and any other surface damage caused by removal shall be filled with topsoil, fertilized, raked, and seeded.

C-19.5.3.2 Stump and Above Ground Root Removal. Stumps and above ground roots shall be removed to a depth of six inches below normal ground elevation. Stump removal operations shall avoid unnecessary soil excavation and ground disruption. All debris shall be disposed of the day of removal. The stump hole and any other surface damage caused by removal shall be filled with topsoil, fertilized, raked, and seeded.

C-19.5.3.3 Grassing. Bare and slightly eroded areas (areas which vary in size from 10 to 1,000 square feet and can be repaired with the placement of four inches or less of topsoil) shall be filled with topsoil, raked, fertilized, seeded, and watered to establish a healthy grassed covering. Establishment shall include providing the necessary care to firmly establish new grass growth. The Contractor shall water and otherwise care for new grassed areas sufficiently to ensure proper development. Grassed areas which

die or fail to develop noticeable growth for a period of one year after seeding shall be re-grassed by the Contractor at no additional cost to the Government.

C-19.5.3.4 Underbrushing. All brush weeds, and small trees (three inches and below in diameter at ground level) shall be cut back to within one inch of ground level, removed from the site, and disposed off the activity. Any material to be saved will be marked by the Contracting Officer prior to starting work. Any debris (i.e., limbs, dead trees, trash etc.) found in the underbrushing area shall be removed from the site and disposed off the activity.

C-19.5.3.5 Tree Pruning. Trees shall be pruned in accordance with the following guidelines to selectively remove unwanted growth and encourage trees to grow or respond in a desired manner. All tree pruning shall be accomplished under the supervision of an individual furnished by the Contractor, who is trained, experienced, and otherwise qualified in proper tree pruning techniques. Verification of such training, experience, and qualifications must be acceptable to the Contracting Officer prior to initiation of any tree pruning. Prior to starting work the Contractor shall propose a pruning plan for each tree for the approval of the Contracting Officer. Trees shall be pruned according to their natural growth habit to evenly form and balance the tree to promote proper health and growth, to respond to damage inflicted by natural or human causes and to prevent interference with pedestrian and vehicular traffic. All clippings and debris shall be removed and disposed off the activity the same working day. Pruning shall be accomplished in a manner so as to:

C-19.5.3.5.1 Remove dead, damaged, or diseased wood, or structurally weak limbs that may cause a safety hazard or unsightly appearance, including the removal of dead palm fronds.

C-19.5.3.5.2 Remove branches that extend over buildings and endanger roofs, eaves, and windows, or hang within eight feet vertically of sidewalks, parking lots, and driveways.

C-19.5.3.5.3 Provide clearance for buses and similar vehicles along streets.

C-19.5.3.5.4 Cut back branches that overhang or grow into powerlines. Anticipate the effects of wind on branches which might fall on powerlines. Shape the entire tree rather than notch the top.

C-19.5.3.5.5 Remove growth of small trees in front of windows, over entrance ways or walks, and those which will obstruct vision at street intersections.

C-19.5.3.5.6 Remove sprouts which grow from the trunk. Remove sprouts to the height of the first major lateral limb.

C-19.5.3.5.7 Branch stubs shall not be allowed. All branches shall be pruned (removed) back to the next major limb or tree trunk. Pruning cuts shall be performed in a manner which leaves the branch collar exposed (with no stub beyond the branch collar).

C-19.5.3.6 Ditch Cleaning. Vegetative growth in drainage ditches shall be cut to a height of 2 inches on bottom and sides. All wood and brush cuttings, trash, and debris shall be removed and disposed off the activity the same day of cleaning. Mouths of ditches, inlets, and outlets shall be cleared of sediment vegetation, and debris to allow unrestricted flow of water. Where ditch bottoms are paved, all mud and debris shall be removed from the paved surface and disposed the same day of cleaning. Where ditch bottoms are not vegetated and have intermittent water flow, woody and aquatic vegetation shall be removed or chemically treated. Approved herbicides for vegetation control will be permitted.

C-19.5.3.7 Tree and Shrub Establishment. Establishment shall include providing necessary care to firmly establish the new plantings. All plants shall be nursery grown and shall bear certification indicating species, common name, and grade. Plants shall be healthy, living specimens which are considered to be number one grade stock. Planting procedures shall be in accordance with accepted nursery standards. The Contractor may invoice and payment will be made when initial planting is complete; however, the Contractor shall water and otherwise care for new plants sufficiently to ensure proper

development. All plants which die or fail to develop noticeable growth within one year of planting, shall be replaced by plants of like size and type by the Contractor, at no additional cost to the Government.

C-19.5.3.8 Severe Shrub Pruning. Severe pruning of shrubs shall consist of removal of all or a major portion of the total growth of the shrub. The extent of pruning will be indicated by the Contracting Officer, but generally shall consist of pruning large shrubbery to a level approximately one to three feet above ground level. Debris resulting from the pruning process shall be disposed off the activity the same day of pruning.

C-19.5.3.9 Vegetation Removal. Vegetation removal shall consist of the removal of grass, weeds, (less than three inches at ground level), and all other vegetative growth to ground or pavement level within 12 inches on both sides of fence lines. Removal may be by either mechanical or approved chemical methods. Debris generated by vegetation removal operations shall be removed and disposed of off the activity the same working day.

C-19.5.3.9.1 Sodding. Sod shall be Centipede. The Contractor shall provide the necessary care to firmly establish new grass growth and shall water and otherwise care for sodded areas sufficiently to ensure proper development. All grass which dies or fails to develop noticeable growth within one year of sodding shall be replaced by the Contractor at no additional cost to the Government.

C-19.5.3.10 Miscellaneous Tasks. The Contractor may have to perform tasks in areas other than those specified elsewhere in this section due to acts of nature or as otherwise directed by the Contracting Officer. These tasks will also be ordered as indefinite quantity work items. Details of the work required will accompany the D.O., giving exact location and type work to be accomplished. The Contractor shall be required to complete the required services within the timeframes specified in the requirement order. Some of the services the Contractor may perform include, but are not limited to, removing debris to trash dumps. The Government will be responsible for dump fees. Excavating with pick and shovel; Moving and spreading dirt and gravel; Providing additional gardening and lawn services; Repairing holes and depressions; Policing and removal of pine straw, pine cones, leaves and other debris from Building roofs contained in this section and edging and trimming of areas not otherwise specified in this section.

C-20.0 CONVENIENCE/COMPANY STORE

Note: This section of the statement of work is subject to the provisions of the Randolph-Sheppard Act. The operation of this store is intended to be a revenue generating operation independent of this contract.

C.20.1 Standards

The Contractor shall provide all labor, supplies, store stock, and equipment to operate a Convenience / Company Store similar to a very popular convenience store that has become the model for the industry for CDP students and staff. This store will be located in an area yet to be determined. The Contractor shall maintain a high state of cleanliness and meet all State and local health and sanitation requirements/regulations.

The Contractor shall purchase high quality items and display them in a tasteful manner. The Contractor shall offer such items as:

- Greeting cards

- Film

- Newspapers, periodicals, and books

- NOTE: Sexually explicit magazines are not permitted.

- Stationery

- Tobaccos and smokers' accessories

- Beverages in original containers, including milk, fruit juices, beer, wine, and soft drinks

Commercially prepackaged items such as candy, chewing gum, mints, nuts, cookies, ice cream, and potato chips or similar snacks
Small personal accessories and supplies such as deodorant, combs, brushes, toothpaste, toothbrushes, nail files, paper, pens, pencils, razors, razor blades, and soaps, tissues, cosmetics, sanitary napkins, etc.

Caps, T-shirts, key chains, coffee mugs, etc., with identifying CDP organizational insignia.

C.20.2 Hours Of Operation

a. Store hours shall be:

Monday through Friday 5:00PM to 10:00 PM
Saturday 6:00 AM To 12:00 PM

Store hours are subject to change depending upon factors such as frequency of use, needs of the students, class schedules, etc. The Contractor will be notified 2 weeks in advance of any change in working hours by the COTR.

C.20.3 Pricing

The pricing structure for all items listed above shall be equal to or lower than that offered in like stores in the local community. The Contracting Officer will review price structure on a regular basis to ensure compliance.

C-21.0 STUDENT LOUNGE

Note: The Lounge is considered as an independent revenue generating operation and will not be financed by this contract.

C-21.1 Standards/Overview

The Contractor shall establish, operate and provide all labor, supplies, and equipment for a CDP Student Lounge. The Contractor shall provide snack food, (at no extra cost to the patron), alcoholic beverages, non-alcoholic beverages, and other items as may be authorized by the CDP Contracting Officer. (Contractor is responsible for providing recreation items such as billiards, music, and big screen TV). It shall operate in accordance with applicable Federal laws and regulations. The purpose of the Lounge is to provide the students and staff (including guests) with a facility that can be used for socializing in a relaxed and enjoyable atmosphere. Personnel staffing, administration, cleaning and sanitation requirements, periodic inspections, and all other facets of this contract relating to the Dining Facility pertain also to the Lounge.

NOTE. Sales will be limited to CDP students, CDP contractors, government employees and bona-fide guests. Controls will be established and sales will be limited to quantities that can be reasonably consumed on the premises. All Federal, State and local alcoholic beverage taxes will be paid as appropriate. No spirits other than wine and beer will be sold by the bottle.

The Lounge will be located in an area yet to be determined. The Contracting Officer will notify the Contractor as soon as appropriate area has been determined. A facility will be provided by the government.

Preventive Maintenance and periodic inspections will be conducted on a regular basis coordinated with the COTR and the Contractor.

The Contractor shall stock the Lounge and serve non-alcoholic and alcoholic beverages. Alcoholic beverages to be served shall be of the highest quality and safe for human consumption. Contractor shall

propose an initial suggested inventory for bar stockage, however, the Contractor shall stock based on customer preference and tastes and approval of the Contracting Officer.

Drinks shall be served and dispensed in a professional manner and in accordance with sanitary conditions, and Alabama State laws. The Contractor shall ensure that under no circumstances shall individuals under the age of 21 be served alcoholic beverages. No food, other than "bar" condiments, shall normally be served. Food may be served under approved clean and sanitary conditions for parties and other special occasions, when approved in advance by the COTR.

The Lounge shall be maintained in a high state of cleanliness. Applicable laws regarding sanitation shall be rigidly enforced. Because of the nature of the service being provided, the Contractor shall use discretion in the handling and serving of patrons. The Contractor shall work in close harmony with CDP Security personnel and staff.

C.21.2 Hours Of Operation

Normal hours of operation shall be:

Monday through Friday	5:00 P.M. to 10:00.PM.
Saturday and Sunday	on an as needed basis

These hours are subject to change depending upon factors such as class schedules, frequency of use, special events and other CDP requirements.

Any changes shall be the subject of negotiation between the Contractor and the Contracting Officer.

C.21.3 Pricing

Drinks will be offered at prices equal to or lower than those offered in the local area. The Contractor shall accommodate at least two major (i.e. Visa, Master Card, American Express, Discover, Diners Club, etc.) credit cards for services rendered at the Student Lounge.